

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **Registry of Educational Personnel (REP)**

### **Data Field Descriptions**

### **End-of-Year 2005 Submission**

Questions?  
Contact: 517.335.0505  
e-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)



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## Information Regarding the EOY 2005 REP Submission

Please note the following:

- Changes that have been made to the REP Data Field Descriptions Manual since the previous submission, are noted in Arial font, with a dashed underline.

### Format Changes

The Center for Educational Performance and Information is in the process of revising the format for the REP Data Field Descriptions. You will notice the addition of two lines under each field: Field Use and Dependencies with other fields. These are currently placeholders that in future versions of this document will contain information regarding how a particular field is utilized for purposes of legislative and reporting requirements, as well as information regarding the relationship between a particular field and other fields in the REP.

### Title IX Coordinators (Position Assignment reported in Field 10)

Title IX Coordinators must be designated by every local school district, including intermediate school districts and public school academies, receiving federal education funding in the state of Michigan. This is a requirement of the federal Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex. This person will also provide leadership and direct full compliance of the Michigan Elliott-Larsen Civil Rights Act. Equal opportunity compliance is required in curricular, co-curricular and/or extra-curricular activities. For questions concerning Title IX Coordinators, please contact Roberta Stanley, Director, Office of Administrative Law and Federal Relations and Title IX Coordinator, Michigan Department of Education at 517-335-0436.

### Field Changes/Clarifications

#### Corrections to Previously Submitted Name, Birth Date, Gender, and Social Security Numbers

#### Field 4: Last Name; Field 7: Social Security Number; Field 13: Date of Birth; Field 14: Gender; Field 27: Personnel Identification Code (PIC)

Corrections to previously submitted data such as name, birth date, gender, Social Security number, or credential number may be made through the REP Online Single Submission application or through the bulk submission application. For districts that use the online application, the corrections may be made when updating the record. For districts that use the Bulk Upload application, the PIC number must be used if corrections are made to the employee's name, birth date, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created.

## Clarification regarding the reporting of Title I Paraprofessionals

### Fields 10: Assignment Data

For assignment codes 80000 through 81300 (paraprofessionals) districts are to report highly qualified status as follows:

*Title I Targeted Assistance only* – Report the instructional paraprofessionals supporting Title I activities.

*Title I Schoolwide* – Report all instructional paraprofessionals. In a Title I school that has been designated as a schoolwide program, ALL instructional paraprofessionals must be highly qualified. This would include special education, library media, technology lab paraprofessionals, etc.

(Specific questions may be referred to Dr. Frank Ciloski, Office of Professional Preparation Services at 517-335-0588.)

<p>For assistance with your data submission, please contact the DIT Client Service Center Help-Desk at 517-335-0505 or <a href="mailto:Help-Desk@Michigan.gov">Help-Desk@Michigan.gov</a>.</p>
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## **Index of Page Edits**

### **EOY 2005 REP DATA FIELD DESCRIPTIONS**

(For your convenience, a list of the page numbers in the EOY 2005 Data Field Descriptions Manual that contain edits, marked by ~~strike through~~ [no longer in effect] or underlined Arial font [new requirement], appear below.)

<b>Field Numbers</b>	<b>Page Number</b>	<b>Edits/Changes</b>
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<p>At the time of the posting of this manual there were no format changes. Please refer to our Web site at <a href="http://www.michigan.gov/cepi">www.michigan.gov/cepi</a>. Click on MEIS Data Services and then Registry of Educational Personnel to reference any addenda that may be posted for the EOY REP submission.</p>
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## Field 1: Date of Count

**Submission date:** Second Friday in December and End of Year

**Field use:** School Aid Act MCL 388.1613

**State of Michigan office contact:** DIT Client Service Center; 517-335-0505;  
[Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)

**Field specification:** 10-character, date with slashes

**Record position/type:** 001-010, date

**Database field name:** MonthOfCount

**SIF tag:** ◇

**Code/format:** Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

**Dependencies with other fields:** For future use

**Programming edits:** For districts using commercial personnel management systems, use the dates given in the definition in your application. If field is left blank or does not contain the current official submission date, a fatal error will be reported.

**Definition:** The official REP submission dates for the 2004-2005 school year are December 10, 2004, and June 30, 2005.

## Field 2: Operating ISD/ESA Number

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code MCL 380.1280; Department of Education Budget FY 2003-2004 PA 145, § 501 NCLB, 20 USC 6319
<b>State of Michigan office contact:</b>	DIT Client Service Center; 517-335-0505; <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	Two-character, right justified, zero fill
<b>Record position/type:</b>	011-012, character
<b>Database field name:</b>	OperatingISD/ESA
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a two-position field (NN).

- 03 Allegan ISD
- 04 Alpena-Montmorency-Alcona ESD
- 08 Barry ISD
- 09 Bay-Arenac ISD
- 11 Berrien ISD
- 12 Branch ISD
- 13 Calhoun ISD
- 14 Lewis Cass ISD
- 15 Charlevoix-Emmet ISD
- 16 Cheboygan-Otsego-Presque Isle ISD
- 17 Eastern Upper Peninsula ISD
- 18 Clare-Gladwin ISD
- 19 Clinton County RESA
- 21 Delta-Schoolcraft ISD
- 22 Dickinson-Iron ISD
- 23 Eaton ISD
- 25 Genesee ISD
- 27 Gogebic-Ontonagon ISD
- 28 Traverse Bay Area ISD
- 29 Gratiot-Isabella RESD
- 30 Hillsdale ISD
- 31 Copper Country ISD



32	Huron ISD
33	Ingham ISD
34	Ionia ISD
35	Iosco ISD
38	Jackson ISD
39	Kalamazoo Valley RESA
41	Kent County ISD
44	Lapeer ISD
46	Lenawee ISD
47	Livingston ESA
50	Macomb ISD
51	Manistee ISD
52	Marquette-Alger ISD
53	Mason-Lake ISD
54	Mecosta-Osceola ISD
55	Menominee ISD
56	Midland County ESA
58	Monroe ISD
59	Montcalm Area ISD
61	Muskegon Area ISD
62	Newaygo ISD
63	Oakland ISD
64	Oceana ISD
70	Ottawa ISD
72	COOR ISD
73	Saginaw ISD
74	St. Clair ISD
75	St. Joseph ISD
76	Sanilac ISD
78	Shiawassee Regional ESD
79	Tuscola ISD
80	Van Buren ISD
81	Washtenaw ISD
82	Wayne RESA
83	Wexford-Missaukee ISD

**Dependencies with other fields:** For future use

**Programming edits:** When the ISD code is invalid or blank, a fatal error will be reported. The individual that uploads a file must be the authorized user for the ISD/ESA number that is submitted in the uploaded file or a fatal error will be reported.

**Definition:** These codes are the state-assigned ISD/ESA numbers. This is the code of the ISD/ESA that has the operating district or program where the staff member is employed. *For example:* St Joseph ISD would be "75".

This field applies to position assignment codes with numbers between "00000" and "99900".

## Field 3: Operating District Number

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	School Aid Act 388.1619; Department of Education Budget FY 2003-2004 PA 145, § 501 NCLB, 20 USC 6319
<b>State of Michigan office contact:</b>	DIT Client Service Center; 517-335-0505; <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	Five-character, right justified, zero fill
<b>Record position/type:</b>	013-017, character
<b>Database field name:</b>	OperatingDistrict
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a five-position field (NNNNN).
<b>Dependencies with other fields:</b>	For future use

**Programming edits:** When the LEA or ISD code is invalid or blank, a fatal error will be reported. The individual that uploads a file must be the authorized user for the LEA or ISD number that is submitted in the uploaded file or a fatal error will be reported.

**Definition:** These codes are the state-assigned LEA, PSA or ISD numbers. Use the LEA, PSA, or ISD number of the district where the staff member is employed.

The School Code Master (SCM) numbers have always been five digits. Prior to the MEIS, the leading zero was not used. You must add a leading zero in front of the SCM numbers (e.g., 01234) for your district. To validate or request a School Code Master number, contact [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).

This field applies to position assignment codes with numbers between "00000" and "99900".

### Field 4: Last Name

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	School Aid Act 388.1619; Department of Education Budget FY 2003-2004 PA 145, § 501 NCLB, 20 USC 6319
<b>State of Michigan office contact:</b>	DIT Client Service Center; 517-335-0505; <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	40-character, left justified
<b>Record position/type:</b>	018-057, alpha
<b>Database field name:</b>	LastName
<b>SIF tag:</b>	<Name/LastName>
<b>Code/format:</b>	This is a 40-position field. (Jones                                  ). If the last name is longer than 40 letters, place the first 40 letters of the last name in this field and truncate the remaining characters. If the last name is less than 40 letters, place the entire last name in this field padded with blanks.

### Dependencies with other fields:

**Programming edits:** If field is left blank, a fatal error will be reported. If Field 12: Funded Position Status has a value of "1", Field 4 must be reported as VACANT or a fatal error will be reported.

**Definition:** This is the staff member's last name. In order to account for all positions in the district, report all staff members that fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff. Spaces and punctuation marks are permitted but will be stripped out prior to data loading to the MEIS Warehouse. This field applies to position assignment codes with numbers between "00000" and "99900".

Exceptions to this field are the Department of Corrections, Family Independence Agency, and Department of Community Health. For personal security reasons, these departments do not give staff members' names. For these departments, enter staff members as a vacant position (below).

*Vacant positions:* In order to track funded but vacant positions or for positions created since the previous school year and not yet filled: The *last* name should say VACANT.

**Note:** Corrections to previously submitted data such as name, birth date, gender, Social Security number, or credential number may be made through the REP Online Single Submission application or through the bulk submission application. For districts that use the online application, the corrections may be made when updating the record. For districts that use the Bulk Upload application, the PIC

number must be used if corrections are made to the employee's name, birth date, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created.

### Field 5: First Name

**Submission date:** Second Friday in December and End of Year

**Field use:** School Aid Act 388.1619;  
Department of Education Budget FY 2003-2004 PA 145, § 501  
NCLB, 20 USC 6319;  
IDEA, 20 USC 1400 (Sec. 618)

**State of Michigan office contact:** DIT Client Service Center; 517-335-0505;  
[Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)

**Field specification:** 40-character, left justified

**Record position/type:** 058-097, alpha

**Database field name:** FirstName

**SIF tag:** <Name/FirstName>

**Code/format:** This is a 40-position field  
(Sally ).

If the first name is longer than 40 letters, place the first 40 letters of the first name in this field and truncate the remaining characters. If the first name is less than 40 letters, place the entire first name in this field, padded with blanks.

**Dependencies with other fields:** For future use

**Programming edits:** If field is left blank, a fatal error will be reported. If Field 12 has a value of 1, Field 5 must be reported as FUNDED or a fatal error will be reported.

**Definition:** This is the employee’s first name. Spaces and punctuation marks are permitted but will be stripped out prior to data loading to the MEIS Warehouse. In order to account for all positions in the district, report all staff members that fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Exceptions to this field are the Department of Corrections, Family Independence Agency, and Department of Community Health. For personal security reasons, these departments do not give staff members' names. For these departments, enter staff members as a vacant position (below).

*Vacant positions:* In order to track funded but vacant positions or for positions created since the previous school year and not yet filled:

The **first** name should say FUNDED.

This field applies to position assignment codes with numbers between "00000" and "99900".

### Field 6: Middle Name

**Submission date:** Second Friday in December and End of Year

**Field use:** School Aid Act 388.1619;  
Department of Education Budget FY 2003-2004 PA 145, § 501  
NCLB, 20 USC 6319;  
IDEA, 20 USC 1400 (Sec. 618)

**State of Michigan office contact:** DIT Client Service Center; 517-335-0505;  
[Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)

**Field specification:** 40-character, left justified, blanks accepted

Record position/type: 098-137, alpha

**Database field name:** MiddleName

**SIF tag:** <Name/MiddleName>

**Code/format:** This is a 40-position field (Alice ).

If the middle name is longer than 40 letters, place the first 40 letters of the middle name in this field and truncate the remaining characters. If the middle name is less than 40 letters, place the entire middle name in this field padded with blanks.

**Dependencies with other fields:** For future use

**Programming edits:** Blanks accepted. If Field 12: Funded Position Status has a value of "1" (Vacant, funded, open position, no one assigned). Field 6 must be blank.

**Definition:** This is the employee's middle name. Spaces and punctuation marks are permitted but will be stripped out prior to data loading to the MEIS Warehouse. In order to account for all positions in the district, report all staff members that fill positions that are temporarily vacant because of termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Exceptions to this field are the Department of Corrections, Family Independence Agency, and Department of Community Health. For personal security reasons, these departments do not give staff members' names. For these departments, enter staff members as a vacant position.

This field applies to position assignment codes with numbers between "00000" and "99900".

## Field 7: Social Security Number

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code MCL 380.1231, 388.1233; Department of Education Budget FY 2003-2004 PA 145, § 501 Privacy Act, PL 93-579, Section 7
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, Help-Desk@michigan.gov
<b>Field specification:</b>	Nine-character, blanks accepted
<b>Record position/type:</b>	138-146, integer
<b>Database field name:</b>	SocialSecurityNumber
<b>SIF tag:</b>	<>
<b>Code/format:</b>	This is a nine-position field (NNNNNNNNN).
<b>Dependencies with other fields:</b>	For future use

**Programming edits:** If this field and Field 8: Credential License Number are blank for position assignment codes with numbers between "00000" and "00599" (General Education, Special Education, Career/Tech Education), a fatal error will be reported. If Field 12: Funded Position Status has a value of "1" (Vacant, funded, open position, no one assigned) the first five digits of this field must be the district number or a fatal error will be reported.

**Definition:** This field provides for the official identification of each employee. For position assignment codes "00000" and "00599", either this field or Field 8 must have a value. The Social Security number should be reported without hyphens or spaces, e.g., 333-22-4444 would be entered as 333224444.

This field must have a value if the position is vacant.

*Vacant positions:* In order to track funded but vacant positions:

The number should be assigned in ascending sequence by the district beginning with the district number (NNNNN), followed by four additional numbers (NNNN). For example: Detroit Public Schools (82010) would use a number such as 820100001 for the first vacant position, followed by 820100002 for the next vacant position.

This field applies to position assignment codes with numbers between "00000" and "00599".

*Note:* Corrections to previously submitted data such as name, birth date, gender, Social Security number, or credential number may be made through the REP Online Single Submission application or through the bulk submission application. For districts that use the online application, the corrections may be

made when updating the record. For districts that use the Bulk Upload application, the PIC number must be used if corrections are made to the employee's name, birth date, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created.



## Field 8: Credential License Number

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code MCL 380.1231, 388.1233; Department of Education Budget FY 2003-2004 PA 145, § 501 NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
<b>State of Michigan office contact:</b>	Frank Ciloski, OPPS, 517-373-3310, CiloskiF@michigan.gov
<b>Field specification:</b>	15-character, left justified, pad with blanks
<b>Record position/type:</b>	147-161, alphanumeric
<b>Database field name:</b>	CredentialLicenseNumber
<b>SIF tag:</b>	<>
<b>Code/format:</b>	This is a 15-position field.
<b>Dependencies with other fields:</b>	For future use

**Programming edits:** If this field and Field 7: Social Security Number are blank for position assignment codes with numbers between "00000" and "00599", a fatal error will be reported. If the credential number is not a valid number in the Teacher Certification Database (License 2000), a fatal error will be reported.

**Definition:** For position assignment codes "00000" and "00599", either this field or Field 7: Social Security Number must have a value. This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position. This field applies to position assignment codes with numbers between "00000" and "00599".

The Office of Professional Preparation Services now issues credential numbers with varying lengths. The old five-digit numbers are frequently incorporated into the new numbers. Two methods are available for you to obtain the new credential numbers.

If the credential license number is less than 15 digits, left justify and pad with blanks to the right of the credential number. This field is left blank when the following exists:

- For staff members with pending credentials, Field 17: Credential License Number must be coded "02".
- For staff members with position assignment codes between "00310" and "00406" that are not required to hold a credential for the position, Field 17 may be coded "00". For staff members with position assignment codes between "00310" and "00406" that are required to hold a credential, report the appropriate credential type in Field 17. If a staff member has a split FTE assignment where a credential is required for one assignment but not the other, the credential should be reported.
- For staff members with life, permanent or continuing certificates without credential numbers, Field 17 must be coded "01", "05", "08", "23", "24", "25", "26", "40", "41", "42", "43", or "55".

Contact the Michigan Department of Education, Office of Professional Preparation Services (517-373-3310) to obtain the credential numbers for permanent and continuing certificates.

1. Credential Data Exchange (CDX): The CDX is available through your REP account on the MEIS. The CDX allows you to upload all of your teachers. You will then be provided a list of all the credentials held by the individual. Complete information about the CDX and submission requirements is available at the REP Web site, located at <https://www.michigan.gov/cepi>.
2. The credential numbers may be obtained online through the Office of Professional Preparation Services' Verify Teacher Certification site, located at <http://meis.mde.state.mi.us/teachercert/sr teaCerts.asp>. You can obtain an individual's credential number by supplying the teacher's name on the Web site. You will then be given a list of all the credentials held by the individual.

## Field 9: Date of Hire

<b>Submission date:</b>	Second Friday in December and End of Year																								
<b>Field use:</b>	Revised School Code MCL 380.1231, 388.1233; School Aid Act MCL 388.1613, 388.1619 Department of Education Budget FY 2003-2004 PA 145, § 501																								
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, Help-Desk@michigan.gov																								
<b>Field specification:</b>	10-character, date with slashes																								
<b>Record position/type:</b>	162-171, date																								
<b>Database field name:</b>	DateOfHire																								
<b>SIF tag:</b>	<>																								
<b>Code/format:</b>	<p>This is a 10-position field (MM/DD/CCYY).</p> <p>All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:</p> <table><tr><td>01</td><td>January</td><td>07</td><td>July</td></tr><tr><td>02</td><td>February</td><td>08</td><td>August</td></tr><tr><td>03</td><td>March</td><td>09</td><td>September</td></tr><tr><td>04</td><td>April</td><td>10</td><td>October</td></tr><tr><td>05</td><td>May</td><td>11</td><td>November</td></tr><tr><td>06</td><td>June</td><td>12</td><td>December</td></tr></table>	01	January	07	July	02	February	08	August	03	March	09	September	04	April	10	October	05	May	11	November	06	June	12	December
01	January	07	July																						
02	February	08	August																						
03	March	09	September																						
04	April	10	October																						
05	May	11	November																						
06	June	12	December																						

**Dependencies with other fields:** For future use

**Programming edits:** If this field is left blank or does not contain a valid date, a fatal error will be reported, unless the Field 12: Funded Position Status uses code "1" (i.e., vacant). The date of hire must be prior to the submission date or a fatal error will be reported.

**Definition:** This field identifies the initial date of hire (date employed) for the staff members within the district. A change in position in the district does not change the initial hire date. For example, if a staff member terminates and is re-employed at a later date, a new hire date would be established for that individual, or if a substitute is hired to fill a teaching position, use the date the substitute teacher was hired into the district. For vacant, funded positions (vacancy created since the previous school year and not yet filled), leave this field blank. This field applies to position assignment codes with numbers between "00000" and "99900".

## **Field 10: School Assignment by Grade, FTE, Wage, Accounting Function Code, Highly Qualified Status, Academic Major, Academic Minor, and Administrator Continuing Education**

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	Revised School Code MCL 380.1231, 388.1233, 388.1280; School Aid Act MCL 388.1613, 388. 1619; Department of Education Budget FY 2003-2004 PA 145, § 501 NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
<b>State of Michigan office contact:</b>	<b>Accounting Codes</b> Glenda Rader, 517-335-0524 raderg@michigan.gov <b>Position Assignment Codes</b> DIT Client Service Center, 517-335-0505, Help-Desk@michigan.gov <b>Endorsement Codes</b> Office of Professional Preparation Services, 517-373-3310 <b>School/Facility Codes</b> DIT Client Service Center, 517-335-0505, Help-Desk@michigan.gov <b>Career &amp; Technical Education</b> Terri Giannola, 517-335-0375, giannolat@michigan.gov <b>Certification Issues</b> Frank Ciloski, 517-373-3310, ciloskif@michigan.gov <b>Highly Qualified Status</b> Frank Ciloski, 517-373-3310, ciloskif@michigan.gov <b>Academic Major</b> Frank Ciloski, 517-373-3310, ciloskif@michigan.gov <b>Academic Minor</b> Frank Ciloski, 517-373-3310, ciloskif@michigan.gov <b>Early Childhood</b> Connie Robinson, 517-241-4291, robinsonc@michigan.gov <b>Gifted &amp; Talented</b> David Mills, 517-373-4213, millsd@michigan.gov <b>Migrant Program</b> Linda Forward, 517-373-4001, forwardl@michigan.gov <b>Special Education</b> Allan Knapp, 517-485-8181 Jim Nuttall, 517-335-0454, nuttallj@michigan.gov <b>Title I</b> Mary Alice Galloway, 517-373-3921 <b>Title IX</b> Roberta Stanley, 517-335-0436
<b>Field specification:</b>	50-character, repeated nine times

<b>Record position/type:</b>	172-621, character
<b>Database field name:</b>	SchoolCodePositionAssignmentCurrentGrade AssignmentFTEWageAccounting/Function CodeHighly Qualified AcademicMajorAcademicMinorAdministratorContinuingEducation Reservedforfutureuse
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a 450-position field formatted with eleven codes that are repeated nine times: school (NNNNN), position assignment (NNNAA or NNNNN), grade level current grade assignment (Boolean), FTE (N.NN), wage (NNN.NN), accounting/function code (NNN), Highly Qualified Status (N), Academic Major (N), Academic Minor (N), Administrator Continuing Education Requirement (N), and reserved5 (N).
<b>Dependencies with other fields:</b>	For future use

**Programming edits:** Field 10 must be submitted when reporting the termination of an employee in Field 25: Employment Status (codes "00" – "19") and Field 26: Date of Termination. When reporting a Vacant Funded Position in Field 12, Field 10 must be reported; each section of position one must have a value.

The following programming edits are applicable when an position assignment code is submitted:

*School Assignment:* When a school/facility code is incorrect, blank, or not in the School Code Master, a fatal error will be reported. For staff members submitted in a closed building, the close date of the building in the School Code Master cannot be prior to July 1 of the current submission year or a fatal error will be reported.

*Position Assignment:* When a position assignment code is invalid (not included in the official list of position assignment codes in Field 10) or blank, a fatal error will be reported. If a "4" or "5" is reported in Field 12: Funded Position Status for position assignment codes with numbers between "00000" and "00599", Code "11", "12", "13" or "53" or the appropriate credential type for a credentialed employee must be reported in Field 17: Type of Credential. The position assignment code must be a valid code as listed in the field descriptions in Field 10, or a fatal error will be reported.

*Fields 1-5, 9-10, 16, 25 and 28 must be reported for all staff members. Position assignment codes reported for remaining fields as follows:*

If the position assignment code is between "00000" and "00599", then Field 7: Social Security Number or Field 8: Credential License Number, Field 12: Funded Position, Field 17: Type of Credential, Field 18: Credential Issue Date, Field 19: Credential Expiration Date (when required for credential type), Field 24: Professional Development, and Field 29: Michigan Sponsoring Institution or Field 30: Non-Michigan Sponsoring Institution (Fields 29 & 30 are required for new teachers only) are required or a fatal error will be reported.

If the position assignment code is between "70000" and "79999", then Field 12: Funded Position, Field 17: Type of Credential, and Field 24: Professional Development are required or a fatal error will be reported.

If the position assignment code is between "80000" and "99900", then Field 17: Type of Credential must be reported with zeros or a fatal error will be reported. Field 12: Funded Position Status must be left blank or a fatal error will be reported.

*Grade Assignment:* When the grade level and educational setting are incorrect or blank for an employee (position assignment codes with numbers between "00000" and "99900"), a fatal error will be reported. If both a grade level and an educational setting are reported, a fatal error will be reported.

*FTE:* If the FTE is left blank or is less than 0.00, a fatal error will be reported. If the FTE is greater than 2.0, a fatal error will be reported.

*Wage:* Beginning with the fall 2003 submission of the REP, the districts may submit both the hourly and annual salary. Both fields must have a value. If the hourly wage is reported in this field, Field 28: Annual Salary must have either the annual salary or zeros or a fatal error will be reported. If no value is entered, a fatal error will be reported. The annual salary cannot exceed \$300,000; the hourly wage cannot exceed \$999.99. When Field 12 uses code "1" for a vacant position, report zeros in both the hourly wage in Field 10 and Field 28: Annual Salary, or a fatal error will be reported.

*Accounting/Function Code:* When the accounting function code is invalid (not included in the official list of accounting/function codes) or left blank a fatal error will be reported. Accounting/function codes "111" through "137" may only be submitted for position assignment codes "00000" through "00599", code "94100", and "80000" through "81300", or a fatal error will be reported.

*Note:* This field must be reported if codes "01"-"19" are used in Field 25: Employment Status and a termination date is given in Field 26: Date of Termination.

*Highly Qualified Status:* A fatal error is reported if a "1" or "2" is not reported for a required position assignment code between "00000" and "00599" (core academic instructional staff members as defined in NCLB, see Assignments to General Education). For position assignment codes that are not required to be reported for highly qualified status, report "0" in this position.

*Academic Major:* A fatal error is reported if a "1" or "2" is not reported for a required position assignment code between "00000" and "00599" (core academic instructional staff members as defined in NCLB, see Assignments to General Education). For position assignment codes that are not required to be reported for highly qualified status, report "0" in this position.

*Academic Minor:* A fatal error is reported if a "1" or "2" is not reported for a required position assignment code between "00000" and "00599" (core academic instructional staff members as defined in NCLB, see Assignments to General Education). For position assignment codes that are not required to be reported for highly qualified status, report "0" in this position.

*Administrator Continuing Education:* A fatal error is reported if a "1" or "2" is not reported for a required position assignment code between "70000" and "79999" (see administrative position assignment codes for specific position assignment codes to be reported). For position assignment codes that are not required to be reported for highly qualified status, report "0" in this position.

*Reserved5:* A fatal error is reported if this position does not contain a "0".

**Definition:** This field identifies the school/facility where the staff member is employed by grade level, FTE, wage, and function, as well as the school district's determination of whether the teacher or paraprofessional meets the definitions of "highly qualified" for each instructional assignment, as required by the Elementary and Secondary Education Act as Reauthorized by the *No Child Left Behind Act of*

2001. This field is repeated nine times with the employee's primary position (i.e., greatest FTE) reported in the first field. The codes used in each format are as follows.

This field applies to position assignment codes with numbers between "00000" and "99900". This field should be submitted when codes "01" - "19" are reported in Field 25: Employment Status and when Field 26: Date of Termination of Employment is reported.

**School Code: Five-digit code (NNNNN)**

**Definition:** These codes are the state-assigned numbers in the School Code Master. *This field also provides the relational link to all the core data sets in the warehouse.* This is the school where the staff member is employed.

The School Code Master (SCM) numbers have always been five digits. Prior to the MEIS, the leading zero was not used. You must add a leading zero in front of the SCM numbers for all buildings that are four-digit numbers (e.g., 01234).

Any district-operated school or ancillary facility may receive a five-digit number. For requesting a School Code Master number, the following guidelines have been created. These guidelines will help differentiate a school from a program. Send questions or comments regarding this field to Help-Desk@michigan.gov.

**Schools:** For the purposes of the School Code Master, a school is a logical unit (not necessarily a physical building) that generally can be defined by eight characteristics:

- Administrators. A school has one or more administrators or directors, usually called the principal(s), who report to a district-level superintendent or assistant superintendent.
- Teachers. A school has one or more persons certified to provide K – 12 instruction.
- Students. A school has one or more students in grades K – 12.
- Curriculum. Instruction is based on a systematic framework or approach according to grade level and content. A school includes a curriculum for one or more grades, usually from kindergarten through twelfth grade. In some cases, schools include specialized curricula for targeted populations of students.
- Hours of instruction. A school satisfies the minimum number of days and clock hours of instruction as required by law.
- Compliance with Michigan Compiled Laws. The administrator of a school is responsible for ensuring the school's compliance with Michigan Compiled Laws. A school complies with or satisfies the regulations and policies, educational and otherwise, of the state of Michigan. It is the school that takes responsibility for implementing federal and state laws as well as local school board policy.
- Membership. A school submits the appropriate data to the central office administration for calculation and submission of pupil membership for State School Aid.
- Assessment. A school administers the Michigan Educational Assessment Program (MEAP) or an alternate assessment at benchmarked grades.

**Programs:** Programs are different from schools. The following are generally true about a program:

- The primary purpose is education.
- The administrator, supervisor, coordinator, or director reports to a principal or another administrator, usually not to the district superintendent.
- Teachers may have special endorsements beyond those normally required for K – 12 education.
- Students are referred by another public agency/school, and are expected to enter or return to general education.
- Students are a targeted or special population, expected to remain for a limited duration and attend on a part-time basis.

- The curriculum may be modified to cover only a selected portion of the standard K – 12 curriculum based on the targeted population.
- The location does not administer the MEAP at benchmarked grades.
- The location does not offer a general education diploma (if 9 – 12).
- The location does not receive school accreditation.

When programs are located in a school, they use the same code as the school. At times programs may be located in ancillary facilities. For example, preschool programs may be in a previously closed elementary school, an automotive program in a bus compound, or an alternative education program in the wing of a district detention center.

**Ancillary Facilities:** There are many ancillary facilities that serve a variety of purposes in districts. Ancillary facilities may house instructional programs (e.g., day-care programs in hospitals, alternative education programs in a community center) or they may be noninstructional facilities (e.g., field houses, bus garages, etc.). Ancillary facilities may receive a code.

Facilities called schools are the physical settings where instruction occurs. The physical and administrative boundaries of a school need not be identical. For example, multiple schools may be located in one facility, such as when both elementary and secondary grade levels are located in the same facility. In this example, if administered separately, elementary and secondary levels would be considered separate schools (e.g., K – 8, 9 – 12), each having its own unique School Code Master (SCM) number. When both elementary and secondary levels are administered as a single unit (e.g., K – 12), collectively they represent one school and have one SCM number. It is possible that a physical facility itself may not be one building but a cluster of structures connected together with plumbing, sanitary, heating, ventilation, mechanical, electrical, communication and technology systems, or built-in equipment.

#### **Position Assignment: Five-digit code (NNNAA or NNNNN)**

**Definition:** The following pages include the subject area codes that the teacher has been assigned to teach. In general education, the subject area assignments usually match the subject area endorsements that appear on the teaching certificate. It is important to select the subject area position assignment code that most accurately identifies the subject area being taught by the individual teacher. The primary assignment should be listed first if multiple subject area assignments are being reported for one individual. For example, if a teacher's assignment is teaching English, the BA code would be used as 000BA. *Place the numerals "000" (zero) before each two-letter subject code. Do not use the letter "o" for this purpose.*

In *special education assignments*, use the numeric codes found under the Special Education Assignments: Instructional Personnel Codes, Teacher Consultant Personnel Codes, Special Education Support Personnel Codes, or Additional Special Education Personnel. For example, if a teacher's assignment is in a learning disabled classroom, the code would be "00150", a Teacher Consultant for learning disabled would be "00230", Director of Special Education would be "75261".

In *administrator assignments*, the primary position held by the individual administrator should be listed first if more than one assignment exists for the employee. For example, if an employee serves as assistant principal for the majority of the class day and teaches for a third of the day, you would be required to list the assistant principal position as the primary position and the teaching assignment in the next position.

In *noncertified/nonlicensed assignments for codes with numbers between "81500" and "99900"*, select the assignment(s) that identifies the position held by the employee as accurately as possible. The school year 2002-2003 was the first year of collection for these assigned positions. Please carefully consider the selections made for each employee in the district.



*For substitute teachers*, report all full-time substitute teachers who are filling a regular position. For example, if you have employed an individual under a full-year permit to fill a math position, you will report the individual as a regularly employed math teacher. In Field 17: Type of Credential, you will report code "11", Permit, full-year. This same procedure should be followed for individuals employed under emergency (Field 17, code "12") and 1233B (Field 17, code "13") permits that have been employed to fill regular teaching positions. Be sure to use the correct code in Field 17 for each type of permit used.

*For day-to-day substitutes*, do not report day-to-day substitute teachers unless they are considered full-time positions (described above) and are under contract as a full-time employees of the district with a separate FTE, as reported in Field 17, code "14".

*For certified/noncertified position*, if you have an individual that is employed in a split position as a teacher for .8 FTE and a paraprofessional for .2 FTE, report the certified position as the primary assignment and the paraprofessional as the secondary.

*For bus drivers*, use the Administrative School/facility code ("00000") for bus drivers for this submission, unless the bus garage has a separate school/facility code. In the future, bus garages will have separate school/facility codes.

**Fields 1-5, 9-10\*(or 28), 13-17, and 25-27 must be reported for all staff members.  
Position assignment codes reported for remaining fields as follows:**

Numeric Range of Assignment Codes	Social Security or Credential Number Field 7 or 8	Funded Position Field 12	Credential Type Field 17	Credential Issued Date Field 18	Credential Expiration Date Field 19	Prof. Dev. Field 24	Sponsoring Institutions Report Either Field 29 or Field 30
00000-00599	Yes	yes	yes	yes	yes	yes	yes**
70000-79999	No	yes	yes	no	no	yes	no
80000-81300	No	no	yes	no	no	no	no
81500-99900	No	no	yes	no	no	no	no

\*Since the Fall 2003, districts have been able to report an hourly wage in Field 10 and an annual salary in Field 28. Both fields must have a value or a fatal error will be reported.

\*\*Field 29 or 30 must be reported for teachers in their first three years of employment in the profession of teaching.

**Assignments to General Education (NNNAA)**

**\*\*Must report Highly Qualified Status, Academic Major Status, and Academic Minor Status**

000AX --Communication Arts**	<b>Bilingual Education</b>	000MH- Dance**
	000YA - Bilingual French	<b>Miscellaneous</b>
	000YB - Bilingual German	000NC - Driver & Safety Education
000BX --Language Arts**	000YC - Bilingual Greek	000ND - Library Media
000BA --English**	000YE - Bilingual Russian	000NJ -- Environmental Studies
000BC --Journalism**	000YF-- Bilingual Spanish	000NP - Educational Technology
000BD --Speech**	000YH - Bilingual Italian	000NR - Computer Science
000BR --Reading Specialist**	000YI -- Bilingual Polish	000NS-- English as a Second Language
000BT --Reading**	000YJ -- Bilingual Hebrew	000NT-- Counselor
	000YK - Bilingual Arabic	000NU - Occupational/Physical Therapy
	000YL - Bilingual Other	000NV - Media Specialist
000CX --Social Science**	000YM- Bilingual Vietnamese	000NX - Other (e.g., Alternative Education, ROTC)
000CA --Economics**	000YN - Bilingual Korean	000NY - School Nurse
000CB --Geography**	000YO - Bilingual Yugoslavian	000NZ-- Sex Education
000CC --History**	000YP-- Bilingual Chaldean	
000CD --Political Science**	000YR - Bilingual Chinese	000OX - Fine Arts**
000CE --Psychology	000YS-- Bilingual Filipino	000PX-- Humanities
000CF---Sociology	000YT - Bilingual Japanese	000PR-- Academic Study of Religions
000CH --Anthropology		000PS -- Philosophy
000CL --Cultural Studies	000GX - Business Education	000RX - Social Studies**
000CM--Behavioral Studies	000GA - Accounting	
	000GH - Business Admin	000TX-- Technology and Design
000DX --Science**	000GI -- Secretarial Science	
000DA --Biology**	000GM- Distributive Education	000ZA-- Early Childhood Education**
000DC --Chemistry**		000ZD-- Middle School
000DE --Physics**	000HX - Agricultural Education	000ZL-- Middle Level
000DH--Geology-Earth Science**	000IX -- Industrial Technology	000ZE-- General Elementary K-6**
000DO --Astronomy**		000ZG-- General Elementary K-5 all, K-8 self-contained**
000DI -- Integrated Science**	000JX -- Music Education**	
000DP-- Physical Science**	000KH - Home Economics	<b>Special Education</b>
000EX --Mathematics**	000LX - Art Education**	Use number codes
<b>Foreign Language</b>	000LQ - Visual Arts Education**	<b>Vocational Education</b>
000FA --French**	000LZ -- Visual Arts Education Specialist**	Use number codes
000FB---German**	000MX- Health, Phys Ed and Recreation	
000FC---Greek	000MA- Health	
000FD --Latin**	000MB- Physical Education	
000FE ---Russian	000MD- Recreation	
000FF ---Spanish**		
000FG --Other		
000FH --Italian		
000FI----Polish		
000FJ ---Hebrew		
000FL ---Japanese Language and Culture		

### **Assignments to Special Education (NNNNN)**

#### **Instructional Personnel Codes:**

00110 Educable Mentally Impaired (SA)  
00120 Trainable Mentally Impaired (SA)  
00130 Severely Mentally Impaired (SA)  
00140 Emotionally Impaired (SE)  
00150 Learning Disabled (SM)  
00160 Hearing Impaired (SL)  
00170 Visually Impaired (SK)  
00180 Physically or Otherwise Health Impaired (SC)  
00190 Severely Multiply Impaired (SA, SL, SK, and SC)  
00191 Preprimary Impaired  
00192 Speech/Language Impaired (SB)  
00193 Autistic Impaired (SV)  
00194 Resource Room

#### **Teacher Consultant Personnel Codes:**

00200 Teacher Consultant: Autistic Impaired  
00210 Teacher Consultant: Mentally Impaired (SU)  
00220 Teacher Consultant: Emotionally Impaired  
00230 Teacher Consultant: Learning Disabled  
00240 Teacher Consultant: Hearing Impaired  
00250 Teacher Consultant: Visually Impaired  
00260 Teacher Consultant: Physically or Otherwise Health Impaired (SI)  
00270 Preprimary Home Program/Ancillary Service Staff  
00280 Homebound/Hospitalized  
00290 Teacher of Speech/Language Impaired Non-Classroom Program  
00291 Physical Education for the Handicapped

#### **Special Education Support Personnel Codes:**

00310 School Social Work (including non-special education)  
00320 School Psychologist (SG)  
Director of Special Education (see administration assignment section)  
Supervisor of Special Education (see administration assignment section)  
00350 Curriculum Resource Consultant  
00360 Occupational Therapist  
00370 Physical Therapist

#### **Additional Special Education Personnel Codes:**

00380 Misc. Other Professional Personnel  
00381 Audiologist  
00383 Registered Music Therapist  
00384 Registered Nurse  
00385 Orientation and Mobility Specialist  
00386 Registered Recreational Therapist  
00387 Work Study Coordinator  
00388 Physician  
00389 Registered Art Therapist  
00390 Occupational Therapist Assistant  
00391 Physical Therapist Assistant  
00392 Orientation and Mobility Assistant  
00403 Instructional Aide (including health care aides), as defined in IEP plan  
00406 Interpreter for the Deaf

**Assignments to Career/Tech Education (NNNN) 00500-00599**

**Agriculture (VA):**

00501	Agriculture, Agricultural Operations and Related Sciences	(01.0000)
00502	Natural Resources and Conservation	(03.0000)
00503	Agricultural Mechanics and Equipment/Machinery Technology	(02.0205)

**Marketing Education (VD):**

00510	Marketing Sales and Services	(52.1999)
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**Family and Consumer Sciences (formerly Home Economics) (VH):**

00520	Family and Consumer Sciences	(19.0000)
00521	Child & Custodial Care Services (w/occupational endorsement)	(19.0700)
00523	Personal and Culinary Services (w/occupational endorsement)	(12.9999)
00524	Education General	(13.0000)

**Trade and Industrial Education (VT):**

00530	Radio & Television Broadcasting Technology	(10.0202)
00531	Cosmetology	(12.0400)
00532	Plastics Engineering Technology/Technician	(15.0607)
00533	Industrial Production Technology/Technicians	(15.0612)
00534	Home Furnishings Equipment Installers and Consultants	(19.0605)
00536	Custodial, Housekeeping and Home Services	(19.0699)
00538	Public Safety/Protective Services	(43.0100)
00539	Electrical & Power Transmission Installation	(46.0301)
00540	Construction Trades	(46.0000)
00541	Building Maintenance	(46.0401)
00542	Electrical/Electronics Equipment Installation and Repair	(47.0101)
00543	Appliance Installation and Repair Technology	(47.0106)
00544	Electro-Mechanical Technology	(15.0403)
00545	Heating, Air Conditioning, Ventilation, and Refrigeration	(47.0201)
00546	Industrial Equipment Maintenance & Repair	(47.0399)
00549	Collision Repair	(47.0603)
00550	Automobile Technician	(47.0604)
00551	Medium and Heavy Truck Technology	(47.0613)
00552	Small Engine & Related Equipment Repair	(47.0606)
00553	Airframe Technology	(47.0607)
00554	Power Plant Technology (Aircraft)	(47.0608)
00560	Drafting and Design Technology	(15.1301)
00562	Graphics Communications	(10.0301)
00563	Visual Communications Technology	(50.0401)
00564	Machine Tool Operation/Machine Shop	(48.0501)
00566	Welding, Brazing, and Soldering	(48.0508)
00567	Woodworking General	(48.0701)
00568	Precision Production Trades General	(48.0000)
00569	Aeronautics/Aviation/Aerospace Science and Technology	(49.0101)
00570	Marine Maintenance	(47.0616)
00571	Visual and Performing Arts	(50.0101)

**Health (VT):**

00580	Health Sciences	(51.0000)
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**Business Education (VB):**

00591	Information Technology	(11.1000)
00593	Finance and Financial Management Services	(52.0800)
00594	Business Administration Management and Operations	(52.0299)

### Assignments to Administration (NNNNN)

**Title: (NN**

- 70 Superintendent
- 71 Assistant Superintendent
- 72 Administrator
- 73 Principal
- 74 Assistant Principal
- 75 Director
- 76 Supervisor
- 77 Coordinator
- 78 Consultant
- 79 Assistant Director

**Level: N**

- 1 ISD
- 2 District
- 3 School
- 4 Program
- 5 Regional

**Function: (NN)**

- 00 Chief Administrative Officer for District/ISD
- 01 School Management (e.g., administrator, principals, and others in management roles)
- 10 Adult, Continuing, and Community Education
- 11 Athletics
- 12 Behavioral/Classroom Management
- 13 Bilingual/LEP Education
- 14 Budget/Accounting
- 15 Business/Finance
- 16 Career and Technical Education
- 17 Communications and Media
- 18 Curriculum and Instruction
- 30 Day Care/PreSchool/Early Childhood
- 31 Family/Community Support
- 32 Food Service
- 33 Gifted and Talented

An assignment for an administrator is to be coded as a 5-digit number. Select from each of the categories given. For example: A superintendent of a district would be coded as follows:

Title (NN) 70

Level (N) 2

Function (NN) 00

Report 70200 in the REP for a district superintendent.

- 34 Human Resources
- 40 Legal Affairs
- 41 Migrant Education
- 42 Plant/Facilities Maintenance
- 43 Professional Development
- 50 Recreation
- 51 REMC
- 52 Research and Evaluation
- 60 Security
- 61 Special Education
- 62 State/Federal Programs
- 63 Subject Area (e.g., Alternative Education, Department Chair)
- 70 Title I
- 71 Technology
- 72 Transportation
- 73 Transition
- 74 Title IX Gender Equity Coordinator
- 99 Other

### Administrator Continuing Education Requirement

Administrative Rule 380.1201 mandates that all current and future school administrators employed in a school district, public school academy, or intermediate school district as superintendent, principal, assistant principal, chief business official, or other person whose primary responsibility is administering instructional programs, comply with Section 1246 of PA 289 (1995) regarding the School Administrator continuing educational requirement. The following positions need to meet that requirement:

1. Superintendent
2. Assistant Superintendent/Director of Educational Services
3. Early Education Services Director

3. Director of Technical & Education Center
4. Technology, Employment & Community Services Director
5. Director of Finance & Operations
6. Principal at the Development Center
7. Supervisors/Directors of Special Education
8. Supervisor of Planning/Monitoring
9. Supervisor of Adult Education & Training Services (Technical & Education Center)
10. Supervisor of Student Services (Technical & Education Center) – If this person has direct responsibility over any instructional programs, then report.
11. Supervisor of Financial & Accounting Services
12. Assistant Director of Early Education Services
13. Supervisor of Learning Resource Unit (Employee that oversees training for local district personnel, and guides them in meeting curriculum requirements and reading initiatives.)
14. Supervisor of the Math & Science Center (Technical Center)
15. Coordinator of Parents as Teachers (0-5 program), Early Education Services
16. Even Start Coordinator
17. Michigan School Readiness Program Coordinator

Dr. Frank Ciloski in the Office of Professional Preparation Services (OPPS), Michigan Department of Education, provided the above information. Questions concerning the reporting of the Administrator Continuing Education requirement should be directed to OPPS at 517-373-3310.

#### **Noncertified Assignment (NNNNN)**

80000	Aide/Paraprofessional
80100	Aide/Paraprofessional, Bilingual/LEP
80200	Aide/Paraprofessional, Career & Technical Education
80400	Aide/Paraprofessional, Extracurricular Activity
80500	Aide/Paraprofessional, Gift and Talented
80600	Aide/Paraprofessional, Health Services
80700	Aide/Paraprofessional, Instructional (NOT including Special Education)
80800	Aide/Paraprofessional, Library Media
80900	Aide/Paraprofessional, Migrant
81000	Aide/Paraprofessional, Special Education, Mandated
81100	Aide/Paraprofessional, Special Education, Non-mandated
81200	Aide/Paraprofessional, Title I
81300	Aide/Paraprofessional, Early Childhood
81500	Accreditation Officer
81600	Analyst (Financial, Policy)
82100	Athletic Coach
82200	Athletic Trainer
82300	Attendance Officer
82400	Auditor
82500	Behavioral Management Specialist
82700	Bilingual/LEP Recruiter
82800	Bilingual/LEP Counselor
82900	Bilingual/LEP Support - Clerical
83000	Bilingual/LEP Support - Non-Clerical
83200	Bus Driver
83300	Bus Monitor (Aide, Assistant)

83400	Business Services (Accounting, Bookkeeping, Payroll)
84000	Clerk (Data Entry, File, General Office, Mail, Records)
84100	Communication & Media
84200	Computer Operator
84300	Computer Programmer
84400	Computer Technician
84500	Cook/Food Preparer
84600	Cook Manager
84700	Crossing Guard
84800	Curriculum Specialist
85000	Day Care
85100	Dietitian
86000	Food Service Worker
86300	Grant Developer
86400	Graphic Artist
86500	Health Services
86700	Maintenance (e.g., Custodian, Facilities Maintenance Worker, Freight, Stock, Material Handlers, Groundskeeper, Laborer, Repairers/General Utility)
86800	Media Technologist
87000	Migrant Data Entry Technician
87100	Migrant Recruiter
87200	Migrant Counselor
87300	Migrant Support -- Clerical
87400	Migrant Support -- Non-Clerical
88000	Migrant Data Entry Technician - <b>Summer Only</b>
88100	Migrant Recruiter -- <b>Summer Only</b>
88200	Migrant Counselor -- <b>Summer Only</b>
88300	Migrant Support -- Clerical - <b>Summer Only</b>
88400	Migrant Support -- Non-Clerical - <b>Summer Only</b>
90000	Network Administrator
90100	Non-Instructional Personnel
90200	Non-Instructional Program Manager
90400	Ombudsperson
90700	Personnel Officer/Specialist
90800	Photographer
90900	Police Officer
91000	Printer
91100	Professional Non-Licensed Personnel
91200	Public Relations/Informational Services Officer
91300	Purchasing Agent
92000	Rehabilitation Counselor
92100	Receptionist

92300	Research and Development Specialist
92400	Secretary (Office/Clerical/Administrative Support)
92500	Secretary (Executive or Confidential)
92600	Security Guard
92700	Skilled Worker (e.g., Electrician, Painter/Paperhanger, Plumber, Skilled Craft, Vehicle Mechanic, Vehicle Operator)
92800	Statistician
92900	Student Activity Advisor/Non-Athletic Coach
93000	Student Support Services
94100	Teaching Intern
94200	Technology Coordinator
94300	Technology/Computer Support
95200	Title I Recruiter
95300	Title I Counselor
95400	Title I Support - Clerical
95500	Title I Support - Non Clerical
96000	Transition Coordinator
96100	Transportation
96200	Tutor
96300	Volunteer Coordinator
99900	Other



**Current Grade Assignment: 22-digit code (Boolean)**

If the staff member is working in the classroom, enter the grade level or educational setting assignment for the person employed by the district. When a position is vacant, use the grade-level assignment for the vacant funded position when appropriate.

If the staff member is working in a specific grade level, report the grade-level code whenever possible. If the staff member is working in an unspecified grade-level classroom, use an educational setting code. For example, if a special education teacher works in an upper-elementary resource room for grades four, five, and six, enter 0000011100000000000000. If a teacher works in a self-contained emotionally impaired classroom with multiple grade levels, report the educational setting as Special Education and enter 0000000000000001000000.

If a teacher is conducting a ninth grade auto mechanics class, report grade nine. If a teacher is conducting a high school auto mechanics class, report the educational setting of Career and Technical Education 00000000000000000001000.

For position assignment codes with numbers between "00000" and "99900", report the grade level whenever possible or select the appropriate educational setting. For position assignment codes with numbers between "81500" and "99900", report the grade level whenever possible or use the educational setting code 0000000000000000000001. Administrative or Support Staff (all levels). *For those districts using the online application, simply select the appropriate grade level or educational setting for each staff member. Do not submit both a grade level and an educational setting.*

**Grade Level:**

1000000000000000000000	Retention Kindergarten
0100000000000000000000	Kindergarten
0010000000000000000000	First Grade
0001000000000000000000	Second Grade
0000100000000000000000	Third Grade
0000010000000000000000	Fourth Grade
0000001000000000000000	Fifth Grade
0000000100000000000000	Sixth Grade
0000000010000000000000	Seventh Grade
0000000001000000000000	Eighth Grade
0000000000100000000000	Ninth Grade
0000000000010000000000	Tenth Grade
0000000000001000000000	Eleventh Grade
0000000000000100000000	Twelfth Grade

**OR****Educational Setting:**

0000000000000010000000	Alternative Education
0000000000000001000000	Special Education
0000000000000000100000	Adult Education
0000000000000000010000	Early Childhood and Parenting Programs
0000000000000000001000	Career/Technical Education
0000000000000000000100	State Agency
0000000000000000000010	Early On/Early Intervention (Part C of IDEA)
0000000000000000000001	Administrative or Support Staff (all levels)

**FTE: Four-digit code (N.NN)**

This is the full-time equivalency (FTE) of the staff member being employed in this district. This refers to the amount of time required to perform an assignment stated as a proportion of a full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position. The FTE reported should be determined based upon district policy and contracts within the district. This is an internal process based upon the local ISD's, district's, or PSA's structure.

Noncertified/nonlicensed position assignment codes with numbers between "81500" and "99900" that are less than 0.5 FTE do not need to be reported. Day-to-day substitutes do not need to be reported.

When appropriate, use the FTE of the vacant position being sought. For example, if a teacher works full time, but works in two facilities, report each building separately using a 0.5 FTE for each. If a principal works 3/4 time as an administrator and 1/4 time teaching mathematics, the FTE would be reported as administrator 0.75 and teaching 0.25.

*FTE greater than 1.0.* It is possible to report an FTE greater than 1.0 if the person is employed in two regular assignments for the district. For example, if a teacher works in a regular teaching assignment for 1.0 FTE and works in the community services program after school in a 0.25 FTE assignment, report each assignment/position separately by FTE.

**Hourly Wage: Six-digit code (NNN.NN)**

Beginning with the Fall 2003 Submission of the REP, the districts may submit both the hourly wage and annual salary. Both fields must have a value or a fatal error will be reported. If the annual salary is reported in Field 28, the hourly wage in Field 10 must have either the hourly wage or zeros or a fatal error will be reported. If no value is entered, a fatal error will be reported. The annual salary cannot exceed \$300,000; the hourly wage cannot exceed \$999.99. When Field 12 uses code "1" for a vacant position, report zeros in both the hourly wage in Field 10 and Field 28 (Annual Salary) or a fatal error will be reported.

This is the hourly wage of the employee according to Schedule A. For example, if an employee earns \$25.85 per hour, report the earnings as 025.85. For vacant positions, report zeros as the wage. The payroll person in the district should determine the hourly wage based upon contractual agreements, hours per workday, and number of days per contractual school year.

*For example:* Jim Smith is a third-year math teacher in the high school with a salary of \$32,000, and Sally Jones is a 20-year fifth grade teacher with a salary of \$43,000. The district contract indicates that high school teachers work 7.5-hour days and 183 days per year, while elementary teachers work 6.5-hour days and 184 days per year. A method to determine hourly wage for Jim Smith would be:  $32,000 / (7.5 * 183)$ . In this example, Jim Smith would have an hourly wage of \$23.32, and Sally Jones would have an hourly wage of \$35.95 ( $43,000 / (6.5 * 184) = 35.95$ ).

**Accounting/Function Code: Three-digit code (NNN)**

Enter the appropriate code as determined for accounting purposes for each position in a given school district. For example, all special education instructors should be reported as "122"; school administrators such as principals and assistant principals should be reported as "241". The Michigan Public School Accounting Manual can be located at [www.state.mi.us/mde](http://www.state.mi.us/mde), under the keywords Michigan Public School Accounting Manual. ([http://www.michigan.gov/documents/appendix\\_33974\\_7.pdf](http://www.michigan.gov/documents/appendix_33974_7.pdf)) The Michigan Public School Accounting Manual (Bulletin 1022) serves as a mandatory guide to the uniform classification and recording of accounting transactions for Michigan public school districts.

**Instructional Staff**

## Basic Programs

- 118 Preschool
- 111 Elementary School
- 112 Middle/Junior High School
- 113 High School
- 119 Summer School

## Added Needs

- 122 Special Education
- 125 Compensatory Education
- 127 Career and Technical Education

## Adult/Continuing Education

- 131 Basic
- 132 Secondary
- 133 Secondary Vocational
- 135 Occupational Training or Upgrading Retraining
- 137 Enrichment Programs

**Instructional Support Staff**

## Pupil Services

- 211 Truancy/Absenteeism Services
- 212 Guidance Services
- 213 Health Services
- 214 Psychological Services
- 215 Speech Pathology and Audiology Services
- 216 Social Work Services
- 217 Visual Aid Services
- 218 Teacher Consultant
- 219 Other Pupil Support Services

## Instructional Staff Services

- 221 Improvement of Instruction
- 222 Educational Media Services
- 224 Educational Television

## 225 Computer-Assisted Instruction

## 226 Supervision and Direction of Instructional Staff

## 229 Other Instructional Staff Services

**Noninstructional Support Staff**

## 231 Board of Directors

## 232 Executive Administration

## 233 Grant Writer/Grant Procurement

## 241 Office of the Principal

## 249 Other School Administration

## 252 Fiscal Services

## 257 Internal Services

## 259 Other Business Services

## 261 Operating Building Services

## 266 Security Services

## 271 Pupil Transportation Services

## 281 Planning, Research, Development, and Evaluation

## 282 Communication Services

## 283 Staff/Personnel Services

## 284 Information Management Services

## 285 Pupil Accounting

## 289 Other Central Services

## 293 Athletics

## 297 Food Service Staff

## 299 Other Support Services

## 311 Community Services Direction

## 321 Community Recreation

## 331 Community Activities

## 341 Public Library

## 351 Custody and Care of Children

## 361 Welfare Activities

## 371 Non-Public School Pupils

## 391 Other Community Services

**Highly Qualified Status: One-digit code (Integer)**

**Definition:** This code is a one-position Boolean Integer character. For staff members with position assignment codes of "000AX"-"000ZG" ~~00599~~ (core academic instructional staff members as defined in NCLB, see Assignments to General Education, page 23) and "80000"-"81300" (instructional paraprofessionals, such as Title I, special education, library/media, and technology), place a "1" in this position if the staff member meets the Michigan Department of Education's definition for highly

qualified teacher or highly qualified paraprofessional for the position assignment in this repetition of Field 10. If a staff member does not meet the definition for highly qualified, place a "2" in this position.

For assignment codes 80000 through 81300 (paraprofessionals) districts are to report highly qualified status as follows:

Title I Targeted Assistance only -- Report the instructional paraprofessionals supporting Title I activities.

Title I Schoolwide -- Report all instructional paraprofessionals. In a Title I school that has been designated as a schoolwide program, ALL instructional paraprofessionals must be highly qualified. This would include special education, library media, technology lab paraprofessionals, etc.

(Specific questions may be referred to Dr. Frank Ciloski, OPPS at 517-335-0588.)

The Michigan Department of Education has received approval from the United States Department of Education for the following definition of highly qualified teacher or paraprofessional. Teachers or paraprofessionals will be defined as highly qualified for a position assignment if they meet one or more of the six criteria listed on the Michigan Department of Education Web site: <http://www.michigan.gov/mde/>. Click on the State Board of Education link in the center of the page. On the new page, click on "Policies" in the left side navigation bar and click on Index of Policies for April, then click on "Definition of Highly Qualified Teachers" dated April 24, 2003.

([http://www.michigan.gov/documents/definitionofhighlyqualifiedteachers\\_63281\\_7.pdf](http://www.michigan.gov/documents/definitionofhighlyqualifiedteachers_63281_7.pdf)) or for further information go to (<http://www.mea.org/design.cfm?p=5236>).

For each position assignment, place a "1" in this position if the instructional staff member meets any one of the criteria presented in this document **or "2" if the instructional staff member does not meet the criteria.** For example, if you are entering information for John Smith for a position assignment of Art Education Teacher and he has earned 18 additional semester credit hours in a planned program since the issuance of a provisional certificate, John Smith should be listed as highly qualified.

For your convenience, a teacher worksheet tool is available from the CEPI Web site: <http://www.michigan.gov/cepi>. Click on MEIS Data Services, click on the "Registry of Educational Personnel" link in the left-side navigation bar and then look in the "Help" section.

For staff members with position assignment codes "70000" through "79999" and position assignment codes above "81500", place a "0" in this position. For position assignment codes "000AX" through "00599" and position assignment codes "80000"-"81300" that are not required to be reported for highly qualified status, report "0" in this position.

#### **Academic Major: One-digit code (Integer)**

**Definition:** This code is a one-position ~~Boolean~~ Integer character. For staff members with position assignment codes "000AX" through "000ZG" ~~00599~~ (core academic instructional staff members as defined in NCLB, see Assignments to General Education), place a "1" in this field if the staff member holds an academic major, coursework equivalent to an undergraduate academic major, a graduate degree, or advanced certification or credentialing for the position assignment in this repetition of Field 10. Place a "2" in this position if the staff member does not have the required major or equivalency for this position assignment.

For staff members with position assignment codes above "00599", place a "0" in this position. For position assignment codes "000AX" through "00599" that are not required to be reported for highly qualified status, report "0" in this position.

**Academic Minor: One-digit code (Integer)**

**Definition:** This code is a one-position ~~Boolean~~ integer character. For staff members with position assignment codes "000AX" through "000ZG" ~~00599~~ (core academic instructional staff members as defined in NCLB, see Assignments to General Education) place a "1" in this position if the staff member holds an academic minor or coursework equivalent to an undergraduate academic minor for the position assignment in this repetition of Field 10. Place a "2" in this position if the staff member does not have the required major or equivalency for this position assignment.

For staff members with position assignment codes above "00599", place a "0" in this position. For position assignment codes that are not required to be reported for highly qualified status, report "0" in this position.

~~Note: For assignment codes 000AX through 000ZG that must be reported for highly qualified status, academic major and academic minor, all three categories must be reported with an appropriate response. (Online Single Submission "yes" or "no"; Bulk Upload files "1" (yes) or "2" no)~~

**Administrator Continuing Education: One-digit code (Integer)**

**Definition:** This code is a one-position integer character. For administrative position assignment codes "70000" through "79999", report a "1" if the district/building administrator has met the continuing education requirement for eligibility for employment. Report a "2" if the administrator has not met the continuing education requirement. (See the administrative position assignment codes for specific position assignment codes that must be reported) For position assignment codes that are not required to be reported for highly qualified status, report "0" in this position.

**Reserved5: One digit code (Integer)**

**Definition:** This code is a one-position ~~Boolean~~ integer character that must be reported with a code of "0". This position is reserved for future use.

## Field 11: Reserved Field

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	This line explains the specific reporting use
<b>State of Michigan office contact:</b>	This line provides the general office name, phone and e-mail address
<b>Field specification:</b>	Three-character
<b>Record position/type:</b>	622-624, numeric
<b>Database field name:</b>	
<b>SIF tag:</b>	◇
<b>Code/format:</b>	Pad with blanks
<b>Dependencies with other fields:</b>	none
<b>Programming edits:</b>	This field must be reported with blanks or a fatal error will be reported.
<b>Definition:</b>	This is reserved for future use.

## Field 12: Funded Position Status

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	School Aid Act MCL 388.1613, 388.1619; Revised School Code MCL 380.1533; Department of Education Budget FY 2003-2004 PA 145, § 501
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	One-character, <del>default code</del>
<b>Record position/type:</b>	625, integer
<b>Database field name:</b>	FundedPositionStatusCode
<b>SIF tag:</b>	<>
<b>Code/format:</b>	This is a one-position field (N).  1 Vacant, funded, open position, no one assigned 2 Vacant, funded, open position, outside contractor assigned 3 Funded, employee on loan or leave, no one assigned 4 Funded, employee on loan or leave, filled by temporary employee 5 Vacant, funded, open position, filled by temporary employee 6 Funded, employee on loan or leave, outside contractor assigned 9 Filled position, regular
<b>Dependencies with other fields:</b>	For future use

**Programming edits:** This field must have a value for position assignment codes "00000" through "79999" or a fatal error will be reported. If "1" is reported in this field, Field 25 must use "00". If code "2", "3", "4", "5", or "6" is reported in this field, Field 25: Employment Status must use "97", "98", or "99". For position assignment codes "80000" through "99900", this field must be left blank or a fatal error will be reported, unless the position is reported as a vacant position or on leave, then report a value of "1" in this field.

**Definition:** This field identifies the status of positions that are either filled by a permanent employee, approved substitutes, outside contractors, or that remain unfilled. This field applies to position assignment codes with numbers between "00000" and "79999".

- 1 *Vacant, funded, open position, no one assigned:* Position unfilled by a permanent employee at the time of report, and position is posted. No one is permanently assigned in this position. Position is filled by a day-to-day substitute.
- 2 *Vacant, funded, open position, outside contractor assigned:* Position is temporarily filled by an individual under contract.
- 3 *Funded, employee on loan or leave, no one assigned:* Permanent employee not currently performing position duties and no one is assigned to fill the position.

4 *Funded, employee on loan or leave, filled by temporary employee:* Permanent employee not currently performing position duties and position is filled by either a temporary employee for position assignment codes with numbers between "70000" and "79999"; or a full-year, emergency, 1233b, annual authorization substitute (Field 17: Type of Credential code "11", "12", "13", or "53"); or a certified teacher for position assignment codes with numbers between "00000" and "00599".

5 *Vacant, funded, open position, filled by temporary employee:* Position unfilled by a permanent employee at the time of the report, and position is posted. The position is filled by either a temporary employee for position assignment codes with numbers between "70000" and "79999", or a full-year, emergency, 1233b, annual authorization substitute (Field 17: Type of Credential code "11", "12", "13", or "53"), or a certified teacher for position assignment codes with numbers between "00000" and "00599".

6 *Funded, employee on loan or leave, outside contractor assigned:* The position is temporarily filled by an individual under contract.

9 *Filled position, regular:* Position is filled by permanently assigned employee.

*For example:*

- 1 Use "1" when a funded position has been posted, but no one has been employed to perform the job duties. Use VACANT in the "Last Name" field.
- 2 Use "2" when a funded position has not been filled, and an individual has been contracted to fill the position and provide a specific service. For example, a district might contract a school psychologist to provide evaluation services. Enter the name of the contracted employee in Fields 4 and 5 and all other pertinent fields of data for the employee.
- 3 Use "3" when a permanent employee is not currently reporting to work because of loan, leave, sabbatical, FMLA leave, educational leave, medical leave or other type of leave, and no one is assigned to the position. Enter the information for the permanent employee in Fields 4 and 5 as well as all other pertinent fields. Use zeros in the wage field if the employee is not being paid while on leave and report 1.0 FTE.
- 4 Use "4" when a substitute or temporary employee is assigned to fill the position of a permanent employee on loan, leave sabbatical, FMLA leave, educational leave, medical leave or other type of leave.  
ENTER BOTH STAFF MEMBERS: Update the information for the permanent employee and use zeros in the wage field if the employee is not being paid while on leave and 0.0 FTE. Enter the information for the temporary employee or substitute in Fields 4 and 5 as well as all other pertinent fields, including wage and FTE.
- 5 Use "5" when a funded position has been posted and a substitute has been employed to fill the vacant position. Enter the name of the temporary employee or substitute in Fields 4 and 5, and all other pertinent fields of data for the individual.
- 6 Use "6" when an individual has been contracted to fill the position of a permanent employee on loan or leave. Enter the name of the contracted employee in Fields 4 and 5 and all other pertinent fields of data for the employee.
- 9 Use "9" when an individual is filled by a permanently assigned employee.

*Note: Vacant positions*

After each end-of-year submission (June 30), vacant funded positions will be expired and will not be repopulated for the fall submission.



## Field 13: Date of Birth

<b>Submission date:</b>	Second Friday in December and End of Year												
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code MCL 380.1533; Department of Education Budget FY 2003-2004 PA 145, § 501												
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>												
<b>Field specification:</b>	10-character, date with slashes												
<b>Record position/type:</b>	626-635, date												
<b>Database field name:</b>	DateOfBirth												
<b>SIF tag:</b>	<BirthDate>												
<b>Code/format:</b>	This is a 10-position field (MM/DD/CCYY) All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following: <table> <tr> <td>01 January</td><td>07 July</td></tr> <tr> <td>02 February</td><td>08 August</td></tr> <tr> <td>03 March</td><td>09 September</td></tr> <tr> <td>04 April</td><td>10 October</td></tr> <tr> <td>05 May</td><td>11 November</td></tr> <tr> <td>06 June</td><td>12 December</td></tr> </table>	01 January	07 July	02 February	08 August	03 March	09 September	04 April	10 October	05 May	11 November	06 June	12 December
01 January	07 July												
02 February	08 August												
03 March	09 September												
04 April	10 October												
05 May	11 November												
06 June	12 December												

**Dependencies with other fields:** For future use

**Programming edits:** If the date of birth is left blank, is out of range, or is not a valid date, a fatal error will be reported unless Field 12: Funded Position Status uses code "1" (i.e., vacant). If "1" is reported in Field 12, this field must be left blank.

The date of birth cannot be greater than 90 years prior to July 1 of the submission year. The date of birth cannot be earlier than 14 years from July 1 of the submission year.

**Definition:** This is the date of birth of the staff member employed in this district. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to position assignment codes with numbers between "00000" and "99900".

*Note:* Corrections to previously submitted data such as name, birth date, gender, Social Security number, or credential number may be made through the REP Online Single Submission application or through the bulk submission application. For districts that use the online application, the corrections may be made when updating the record. For districts that use the Bulk Upload application, the PIC number must be used if corrections are made to the employee's name, birth date, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created.

## Field 14: Gender Code

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	NCLB, 20 USC 6319
<b>State of Michigan office contact:</b>	CEPI, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	One-character
<b>Record position/type:</b>	636, alpha
<b>Database field name:</b>	GenderCode
<b>SIF tag:</b>	<Gender>
<b>Code/format:</b>	This is a one-position field (A). This field is not case sensitive.  M    Male F    Female
<b>Dependencies with other fields:</b>	For future use

**Programming edits:** If the code is invalid or blank, a fatal error will be reported, unless Field 12: Funded Position Status uses code "1" (i.e., vacant). If a "1" is reported in Field 12, this field must be left blank or a fatal error will be reported.

**Definition:** This is the gender of the staff member. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to position assignment codes with numbers between "00000" and "99900".

*Note:* Corrections to previously submitted data such as name, birth date, gender, Social Security number, or credential number may be made through the REP Online Single Submission application or through the bulk submission application. For districts that use the online application, the corrections may be made when updating the record. For districts that use the Bulk Upload application, the PIC number must be used if corrections are made to the employee's name, birth date, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created.

## Field 15: Racial/Ethnic Code

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	NCLB, 20 USC 6319
<b>State of Michigan office contact:</b>	CEPI, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	Six-character
<b>Record position/type:</b>	637-642, character
<b>Database field name:</b>	RacialEthnicCode
<b>SIF tag:</b>	<Ethnicity>

**Code/format:** This is a unique six-position field using any combination of "0" through "6" in the proper position (NNNNNN). Because this is a multiple occurrence field, the indicator of the code is located by position in the format. The primary racial/ethnic choice is represented with a "1" and the second choice is a "2", etc.

For example, a person whose primary racial/ethnic choice is Asian American would receive a code of "010000". If the same person were also White, they would receive the code of "010020". In this example, a person who is primarily of the Hispanic ethnic group and is also of the Black and Asian races, would be coded "032001". If a person were of equal races, such as an American Indian and Hispanic, they would be reported as "100001". Using this procedure, multiple racial/ethnic classifications are possible when self-selection occurs.

**Dependencies with other fields:** For future use

**Programming edits:** If the code is invalid or blank, a fatal error will be reported, unless Field 12: Funded Position Status uses code "1" (i.e., vacant). If a "1" is reported in Field 12, this field must be left blank or a fatal error will be reported. At least one of the six digits must be a "1" or a fatal error will be reported. Repetition of a "1" in all positions will result in a fatal error.

**Definition:** First identify a racial group and then the ethnicity of the staff member. If the person is self-selecting, a multiple of the following codes with PRIMARY AND/OR SECONDARY CHOICES MUST BE REPORTED. For vacant positions created since the previous school year and not yet filled, leave this field blank.

100000	<i>American Indian or Alaska Native.</i> A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
010000	<i>Asian American.</i> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example,

	Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
001000	<i>Black or African American.</i> A person having origins in any of the black racial groups of Africa.
000100	<i>Native Hawaiian or Other Pacific Islander.</i> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
000010	<i>White.</i> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
000001	<i>Hispanic or Latino.</i> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

This field applies to position assignment codes with numbers between "00000" and "99900". For a further explanation of race/ethnicity codes, go to: <http://www.whitehouse.gov/omb/fedreg/ombdir15.html>.

## Field 16: Highest Educational Level

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code MCL 380.1532; Department of Education Budget FY 2003-2004 PA 145, § 501 NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	Two-character
<b>Record position/type:</b>	643-644, character
<b>Database field name:</b>	HighestDegreeCode
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a two-position field (NN).  00 None 01 High School Diploma or its equivalent 02 Associate's Degree 03 Bachelor's Degree 04 Master's Degree 05 Specialist's Degree 06 Doctoral Degree 07 Juris Doctorate 08 Medical Degree 09 Other License, Credential, or Professional Degree 10 Obtained Paraprofessional Quality Standard on State Academic Assessment

**Dependencies with other fields:** For future use

**Programming edits:** This field must have a value. If the code is out of range or the field is left blank, a fatal error will be reported. If Field 12: Funded Position Status has a value of "1" (i.e. vacant), this field should be reported with code "00" (None).

**Definition:** This is the highest degree earned by the staff member being employed. For vacant positions created since the previous school year and not yet filled, use code "00".

For example, if an employee holds a Doctoral Degree, use the number "06".

This field applies to position assignment codes with numbers between "00000" and "99900". The value may be "00" for position assignment codes "81500" through "99900".

## Field 17: Type of Credential

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code MCL 380.1532; Department of Education Budget FY 2003-2004 PA 145, § 501 NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
<b>State of Michigan office contact:</b>	Frank Ciloski, 517-373-3310, ciloskif@michigan.gov
<b>Field specification:</b>	Two-character
<b>Record position/type:</b>	645-646, character
<b>Database field name:</b>	CredentialType
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a two-position field (NN)
<b>Dependencies with other fields:</b>	For future use

**Programming edits:** This field must have a value. If an invalid code is used or this field is left blank for position assignment codes with numbers between "00000" and "99900", a fatal error will be reported. For staff members with position assignment codes between "00310" and "00406" that are not required to hold a credential for the position, Field 17: Type of Credential must be coded "00". Field 17 should be reported with the appropriate credential type when a credential is required for the position.

For position assignment codes with numbers between "00000" and "00599" (with the exception of codes "00310" through "00406"), code "00" (Credential Not Required) cannot be reported unless code "1" (i.e., vacant) is reported in Field 12: Funded Position Status, then "00" is used in this field. The value may be "00" for position assignment codes "81500" through "99900".

**Definition:** If the staff member has two certificates (for example, general education and vocational certificate), report the certificate type that matches his/her teaching assignment. For example, if the employee holds a general education certificate with a mathematics endorsement and a Temporary Vocational Authorization and is assigned to a mathematics position, report the general education certificate.

If the certificate has expired and an application for a new certificate is in process, enter the certificate pending status code "02". If the district has applied for a substitute permit, but it is not yet approved, use the pending code "02".

- 00 Credential not required (e.g., School Administrator, Technology Coordinator, etc.)
- 01 Life
- 02 Pending
- 03 Elementary Provisional

04	Elementary Professional
05	Elementary Permanent
06	Secondary Provisional
07	Secondary Professional
08	Secondary Permanent
09	Two-Year Provisional Certificate
10	Limited License to Instruct
11	Permit, full year
12	Permit, emergency
13	Permit, Section 1233b
14	Permit, 150 day (day-to-day substitute)
15	Temporary Teacher Employment Authorization (one year)
16	Temporary School Counselor Authorization
17	Preliminary School Counselor Guidance Authorization
18	School Guidance Counselor License
21	Dual, provisional
22	Dual, professional
23	Dual, 18-hour continuing
24	Dual, 30-hour continuing
25	Dual, permanent
26	Dual, life
40	Elementary Continuing (30 hour)
41	Secondary Continuing (30 hour)
42	Elementary Continuing (18 hour)
43	Secondary Continuing (18 hour)
50	School Nurse Certificate (Interim)
51	School Nurse Certificate (Standard)
52	School Nurse Certificate (Professional)
53	Vocational Annual Authorization
54	Vocational Temporary Authorization
55	Vocational Full Authorization
61	School Psychologist Certificate
62	Preliminary School Psychologist Certificate
63	Occupational Education
70	Special Education, Approval
71	Special Education, Emergency Approval
72	Certificate of Clinical Competence, Approval

This field applies to all staff members (e.g., position assignment codes with numbers between "00000" and "99900").

## Field 18: Date Credential Issued

<b>Submission date:</b>	Second Friday in December and End of Year												
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code MCL 380.1532; Department of Education Budget FY 2003-2004 PA 145, § 501 NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)												
<b>State of Michigan office contact:</b>	Frank Ciloski, 517-373-3310, ciloskif@michigan.gov												
<b>Field specification:</b>	10-character, date with slashes												
<b>Record position/type:</b>	647-656, date												
<b>Database field name:</b>	DateCredentialIssued												
<b>SIF tag:</b>	◇												
<b>Code/format:</b>	<p>This is a 10-position field (MM/DD/CCYY).</p> <p>All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:</p> <table><tbody><tr><td>01 January</td><td>07 July</td></tr><tr><td>02 February</td><td>08 August</td></tr><tr><td>03 March</td><td>09 September</td></tr><tr><td>04 April</td><td>10 October</td></tr><tr><td>05 May</td><td>11 November</td></tr><tr><td>06 June</td><td>12 December</td></tr></tbody></table>	01 January	07 July	02 February	08 August	03 March	09 September	04 April	10 October	05 May	11 November	06 June	12 December
01 January	07 July												
02 February	08 August												
03 March	09 September												
04 April	10 October												
05 May	11 November												
06 June	12 December												
<b>Dependencies with other fields:</b>	For future use												

**Programming edits:** If the field is left blank for position assignment codes with numbers between "00000" and "00599", a fatal error will be reported, unless the Field 12: Funded Position Status uses code "1" (i.e., vacant), or when Field 17: Type of Credential uses code "00" or "02".

The issue date must be after the date of birth and cannot be after the submission date.

**Definition:** This is the date that the staff member's credential, permit, approval, or authorization was issued. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to position assignment codes with numbers between "00000" and "00599".



## Field 19: Date of Expiration of Credential

<b>Submission date:</b>	Second Friday in December and End of Year												
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code MCL 380.1532; Department of Education Budget FY 2003-2004 PA 145, § 501 NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)												
<b>State of Michigan office contact:</b>	Frank Ciloski, 517-373-3310, ciloskif@michigan.gov												
<b>Field specification:</b>	10-character, date with slashes												
<b>Record position/type:</b>	657-666, date												
<b>Database field name:</b>	DateCredentialExpires												
<b>SIF tag:</b>	◇												
<b>Code/format:</b>	This is a 10-position field (MM/DD/CCYY).  All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following: <table> <tr> <td>01 January</td><td>07 July</td></tr> <tr> <td>02 February</td><td>08 August</td></tr> <tr> <td>03 March</td><td>09 September</td></tr> <tr> <td>04 April</td><td>10 October</td></tr> <tr> <td>05 May</td><td>11 November</td></tr> <tr> <td>06 June</td><td>12 December</td></tr> </table>	01 January	07 July	02 February	08 August	03 March	09 September	04 April	10 October	05 May	11 November	06 June	12 December
01 January	07 July												
02 February	08 August												
03 March	09 September												
04 April	10 October												
05 May	11 November												
06 June	12 December												
<b>Dependencies with other fields:</b>	For future use												

**Programming edits:** Expiration date must be reported for all certificates, approvals, permits except types "00", "01", "02", "05", "08", "23", "24", "25", "26", "40", "41", "42", "43", "52", "55", "70", and "72". If an expiration date is not given for those required, a fatal error will be reported, unless the Field 12: Funded Position Status uses code "1" (i.e., vacant). The date of expiration cannot be before the date of issuance.

**Definition:** This is the expiration date on the staff member's certificate. Most certificate types, as listed in Field 17: Type of Credential, must have an expiration date that is later than the end of the previous academic year. The only certificate types that do not have expiration dates are: "00", "01", "02", "05", "08", "23", "24", "25", "26", "40", "41", "42", "43", "52", "55", "70", and "72". For certificates without an expiration date, this field can be left blank. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to position assignment codes with numbers between "00000" and "00599".

## Field 20: Reserved

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	This line explains the specific reporting use
<b>State of Michigan office contact:</b>	This line provides the general office name, phone and e-mail address
<b>Field specification:</b>	Five-character
<b>Record position/type:</b>	667-671, numeric
<b>Database field name:</b>	
<b>SIF tag:</b>	◇
<b>Code/format:</b>	Pad with blanks
<b>Dependencies with other fields:</b>	None
<b>Programming edits:</b>	This field must be reported with blanks or a fatal error will be reported.
<b>Definition:</b>	This is reserved for future use.

## Field 21: Reserved

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	This line explains the specific reporting use
<b>State of Michigan office contact:</b>	This line provides the general office name, phone and e-mail address
<b>Field specification:</b>	Five-character
<b>Record position/type:</b>	672-676, numeric
<b>Database field name:</b>	
<b>SIF tag:</b>	◇
<b>Code/format:</b>	Pad with blanks.
<b>Dependencies with other fields:</b>	None
<b>Programming edits:</b>	This field must be reported with blanks or a fatal error will be reported.
<b>Definition:</b>	This is reserved for future use.

## Field 22: Reserved

<b>Submission date:</b>	End of Year
<b>Field use:</b>	This line explains the specific reporting use
<b>State of Michigan office contact:</b>	This line provides the general office name, phone and e-mail address
<b>Field specification:</b>	Six-character
<b>Record position/type:</b>	677-682, numeric
<b>Database field name:</b>	
<b>SIF tag:</b>	◇
<b>Code/format:</b>	Pad with blanks
<b>Dependencies with other fields:</b>	None
<b>Programming edits:</b>	This field must be reported with blanks or a fatal error will be reported.
<b>Definition:</b>	This is reserved for future use.

## Field 23: Reserved

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	This line explains the specific reporting use
<b>State of Michigan office contact:</b>	This line provides the general office name, phone and e-mail address
<b>Field specification:</b>	Six-character
<b>Record position/type:</b>	683-688, numeric
<b>Database field name:</b>	
<b>SIF tag:</b>	◇
<b>Code/format:</b>	Pad with blanks.
<b>Dependencies with other fields:</b>	None
<b>Programming edits:</b>	This field must be reported with blanks or a fatal error will be reported.
<b>Definition:</b>	This is reserved for future use.

## Field 24: Hours of Professional Development

<b>Submission date:</b>	End of Year
<b>Field use:</b>	School Aid Act MCL 388.1526, 388.1527; Revised School Code MCL 380.1526, 388.1527; Department of Education Budget FY 2003-2004 PA 145, § 501 NCLB, 20 USC 6319, 20 USC 6311
<b>State of Michigan office contact:</b>	Cheryl L. Poole, 517-241-4546, <a href="mailto:PooleCL@michigan.gov">PooleCL@michigan.gov</a> .
<b>Field specification:</b>	Three-character, repeated nine times
<b>Record position/type:</b>	689-715, character
<b>Database field name:</b>	HoursofProfessionalDevelopment
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a 27-position field. (NNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN)
<b>Dependencies with other fields:</b>	For future use

**Programming edits:** This field must have a value. If no professional development was completed or required, enter zeros. For any professional development category (eight categories) that is not reported with specific hours, report zeros. Reserved category 9 must be reported with zeros or a fatal error will be reported.

**Definition:** Indicate the number of hours by type(s) of the professional development in which this employee participated during the school year (July 1 to June 30). For vacant positions created since the previous school year and not yet filled, leave this field blank. For teachers, this field is used to determine to what extent the employee has engaged in district-supported as well as independent professional development including that specified within Section 380.1526 and/or 380.1527 of the Michigan Compiled Laws (MCL). For administrators, this field is used to determine to what extent the administrator has engaged in professional development as required by Section 380.1246 of the MCL. Professional development information as it relates to highly qualified teachers and principals is needed in part to document Michigan's progress toward high standards as defined by *No Child Left Behind*. This field applies to position assignment codes with numbers between "00000" and "79999". Use the chart on the following page for the activity codes below.

Consider ongoing, structured and documented professional learning opportunities such as curriculum development, peer coaching, technology training, analyzing student work, online learning, learning to work with parents and small collegial study groups. Include in these hours time devoted to follow-up of previous professional development. If a professional learning opportunity falls into two categories, choose the primary one.

For information regarding the submission of professional development data:

MCL Section 1526, contact Bonnie Rockafellow at 517-373-7861 ([RockafellowB@michigan.gov](mailto:RockafellowB@michigan.gov)).

MCL Section 1527, contact Cheryl L. Poole at 517-241-4546 ([PooleCL@michigan.gov](mailto:PooleCL@michigan.gov)).

Further professional development information can be found at [www.michigan.gov/mde](http://www.michigan.gov/mde), under the Office of Professional Preparation Services.

1. *Sustained, work-embedded, focused on teacher growth, directly related to student achievement.* The number of hours of professional development acquired through collegial work at the building, district or regional level that relates to student achievement. Professional development must be connected to the School Improvement Plan. (NNN)
2. *Mentoring or being mentored.* The number of hours of professional development the teacher acquired for the purpose of advancing mentoring skills or advancing classroom skills of a new teacher during his/her first three years in the profession. (NNN)
3. *Workshops or conferences.* The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, higher education institutions, regional Math/Science Centers, professional organizations, etc. (NNN)
4. *Coursework.* The number of hours of professional development acquired through continuing education courses taken for credit at an institution of higher education. (NNN)
5. *Highly Qualified Status.* The number of hours of content-specific professional development acquired for the purpose of documenting highly qualified status. (NNN)
6. *State-level or institution of higher education content-specific service or committee.* The number of hours of professional development acquired through state-level or institution of higher education content-specific service or committee.
7. *Virtual learning.* The number of hours of content-specific professional development acquired through online delivery or other distance learning experiences.
8. *Administrator Continuing Education.* The number of hours of leadership professional development acquired for the purpose of fulfilling the continuing educational requirements of administrators.
9. Reserved for future use (NNN). Ninth Position. Pad with zeros.

Example: If a staff member spent 10 hours in a college course, 15 hours as a member of a state-level program review team and 6 hours participating in an online course, you would report 000000000010000015006000000.

If the number of professional development hours is 0.49 or below, round down to the nearest whole number of hours. If the number of hours is 0.5 or above, round up to the nearest whole number of hours.

## Professional Development Examples of Field 24 Categories

### Revised for 2004-2005

**This is not intended to be an exclusive list of categories. These are meant to serve as examples.**

1. *Sustained, work-embedded, focused on teacher growth, directly related to student achievement.* This category must include activities that focus on the work that educators do and related to the learning of students in the school or district.

This category is distinguished because the activities are sustained and are aligned with the School Improvement Plan. The activities may be individual but may also include small groups of colleagues who gather for planned activities.

- Curriculum alignment for fourth-grade social studies standards
- Assessment practices to assess visual arts learning of all third through sixth graders
- Best practices in reading instruction
- Study groups to learn recent developments in hands-on science instruction
- Action research to determine if new instructional approaches are yielding higher achievement
- Designing & implementing staff presentations
- Analysis of student work to assess samples of writing across the curriculum

2. *Mentoring and being mentored.* The number of hours of professional development acquired for the purpose of advancing mentoring skills or advancing classroom skills of a new teacher during his/her first three years in the profession.

- Sessions between mentor and mentee
- Professional development for the mentor
- Collaborative learning with other mentors

3. *Workshops or conferences.* The number of hours of participation in **one-day or short-term** professional development provided by LEAs, ISDs, higher education institutions, regional Math/Science Centers, professional organizations, etc.

Examples in this category are all one-day or short-term learning experiences:

- Annual content conference
- Inspirational speakers
- Summer academies
- Preschool year professional development
- Blood-borne pathogen training
- Curriculum training
- Software training
- New teacher workshops
- New developments in MEAP Assessment
- Title I information sessions
- National, state, or regional association conferences such as those provided by Michigan Education Association, National Art Education Association, Michigan Association of School Administrators, etc.

4. *Coursework.* The number of hours of professional development acquired through continuing education courses taken for semester credit at a college or university.



5. *Highly Qualified Status*. The number of hours of **content-specific** professional development acquired for the purpose of documenting Highly Qualified status.

- Grade level content expectations in English Language Arts
- Mathematics for middle school students.
- Biology standards for secondary students

6. *State-level or institution of higher education content-specific service or committee*. The number of hours of professional development acquired through state-level or institution of higher education content-specific service or committee.

Examples of professional development in this category are:

- Student teacher supervision or cooperating teacher to a student teacher
- Grant review for competitive grant programs
- Presentation at state-level conference
- Review of educator preparation program
- Development of state-level content standards

7. *Virtual learning*. The number of hours of content-specific professional development acquired through online delivery or other distance-learning experiences.

Examples of professional development in this category are:

- Grade-level standards in mathematics delivered by Michigan Virtual University
- Problem-based social studies workshop by teleconference
- Multiple sessions relying primarily on videos of reading instruction
- Weekly audio-conference sessions on lesson development in elementary science
- Web-based course on foreign language standards

8. *Administrator Continuing Education*. The number of hours of leadership professional development acquired for the purpose of fulfilling the continuing education requirements of administrators. This category of professional development represents the graduate courses or the SB-CEUs required in five-year cycles for administrator qualification.

9. Reserved for future use (NNN). Ninth Position. Pad with zeros.

If the number of professional development hours is 0.49 or below, round down to the nearest whole number of hours. If the number of hours is 0.5 or above, round up to the nearest whole number of hours.

Note: Professional development is characterized by *new learning for professional growth*. Only a portion of most in-service days is actually dedicated to new learning. For example, a day of in-service might include breakfast, lunch, introduction of new teachers, welcome by the superintendent and curriculum development. Only those hours dedicated to new learning (curriculum development) should be counted as professional development.

For information:

Section 1527 or Section 101(11), contact Cheryl L. Poole at 517-241-4546 ([PooleCL@Michigan.gov](mailto:PooleCL@Michigan.gov))  
Section 1526, contact Bonnie Rockafellow at 517-373-7861 ([RockafellowB@Michigan.gov](mailto:RockafellowB@Michigan.gov))

## Field 25: Employment Status

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	School Aid Act 388.1619; School Aid Act MCL 388.1613 Department of Education Budget FY 2003-2004 PA 145, § 501 NCLB, 20 USC 6319, 20 USC 6311
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, Help-Desk@michigan.gov
<b>Field specification:</b>	Two-character, leading zero
<b>Record position/type:</b>	716-717, character
<b>Database field name:</b>	TerminationStatusCode
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a two-position field (NN) with a default code of "99".
<b>Dependencies with other fields:</b>	For future use

**Programming edits:** This field must have a value. If an invalid code is reported or this field is left blank, a fatal error will be reported. If codes "01" – "19" are used, Field 26: Date of Termination/Separation of Employment must have a date. If "00" is reported in this field, Field 12: Funded Position Status must have a value of "1" or a fatal error will be for position assignment codes "00000" through "99900". When terminating a vacant funded position, report a value of "00" in this field and a value of "1" in Field 12 or a fatal error will be reported.

**Definition:** Use the correct code to identify the status of this employee. Any employee that terminates employment with your district must be reported with the appropriate separation code in Field 25 and the date of termination in Field 26. Report "00" when terminating a vacant funded position.

00 Vacant position

*Separation*

01 Left education and not pursuing further employment

02 Left education for other career in different field

03 Left district and moved out of state

04 Left education because of transfer of spouse

05 Left for other employment in field of education.

06 Left for family medical leave

08 Left to further education at college or university

09 Left for disability leave

10 Left special education and went to general education in different district

11 Left district and went to special education in another district

12 Laid off by district

13 Discharged

- 14 Deceased
- 15 Illness/disability and not expected to return
- 16 Retired (position will **not** be filled)
- 17 Contract expired
- 18 Other
- 19 Retired (position will be filled)
- New or continuing*
- 97 New Teacher (teacher in first three years in profession, but not a new employee to the district)
- 98 New Teacher (teacher in first three years in profession, new employee to the district)
- 99 Returning employee, new (non-instructional) employee, new experienced teacher, substitute or contractor

**Default code: 99**

- 00 The position is vacant as reported in Field 12.
- 01 The employee left education and to your knowledge is not seeking further employment at this time. For example, the individual is staying at home to assist in the care of his/her family.
- 02 The employee has left his/her education position to secure a position in a field other than education. For example, a school psychologist leaves employment to take a job as a clinical psychologist with a community mental health agency or department.
- 03 The individual moved out of state for employment.
- 04 The spouse of the employee is moving. The employee terminated employment to relocate with his/her spouse.
- 05 The employee left to pursue or begin another occupation in field of education. (Code 05 in the Michigan Public School Employees Retirement System Reporting Instructions Manual).
- 06 The employee has left on family medical leave. (Code 06 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 08 The employee terminated employment in order to return to (graduate) school to complete additional course work or to earn another degree. (Code 08 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 09 The employee has left on disability leave, ~~but is expected to return to work sometime in the future.~~ (Code 07 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 10 The employee moved from a special education position within the district and took a general education position outside of the school district. For example, a special education supervisor moves to another district to become the director of curriculum development.
- 11 The employee moved from a special education position within the district and took a special education position outside the district. For example, a special education teacher consultant moves to another district to become the supervisor of a TMI center program.
- 12 The district laid off the employee. (Code 04 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 13 The employee was discharged because of unsatisfactory work performance or unprofessional conduct. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 14 The employee is deceased. (Code 02 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 15 The employee left because of sickness or an incapacitating condition and is not expected to return.
- 16 The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of years, or disability. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual) The district does **not** plan to fill the position.
- 17 The employee's contract expired and was not renewed. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)

- 18 The employee does not match any of the above explanations or has left the district, giving no reason.
- 19 The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of years, or disability. The district plans to fill the position. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 97 The employee is a new teacher (first three years of classroom experience in the profession), however the employee has been a staff member of the district previous to becoming a certified teacher. For example, a district may have an employee who has worked as a paraprofessional for five years while completing a teacher preparation program. This employee is required to complete professional development requirements under Section 1526.
- 98 The employee is a new teacher (first three years of classroom experience in the profession) and is required to complete professional development requirements under MCL Section 1526.
- 99 The employee is in the same program or grade this school year that s/he was in last school year, even if her/his location changed. Use this code for all returning, new (non-instructional) employees, new-experienced teachers, substitutes or contractors. (Code "00" in the Michigan Public School Employees Retirement System Reporting Instructions Manual)

This field applies to position assignment codes with numbers between "00000" and "99900".

## Field 26: Date of Termination/Separation of Employment

<b>Submission date:</b>	Second Friday in December and End of Year												
<b>Field use:</b>	School Aid Act 388.1619; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6613;												
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, Help-Desk@michigan.gov												
<b>Field specification:</b>	10-character, date with slashes												
<b>Record position/type:</b>	718-727, date												
<b>Database field name:</b>	DateOfEmploymentTermination												
<b>SIF tag:</b>	<ExitDate>												
<b>Code/format:</b>	<p>This is a 10-position field (MM/DD/CCYY).</p> <p>All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:</p> <table><tbody><tr><td>01 January</td><td>07 July</td></tr><tr><td>02 February</td><td>08 August</td></tr><tr><td>03 March</td><td>09 September</td></tr><tr><td>04 April</td><td>10 October</td></tr><tr><td>05 May</td><td>11 November</td></tr><tr><td>06 June</td><td>12 December</td></tr></tbody></table>	01 January	07 July	02 February	08 August	03 March	09 September	04 April	10 October	05 May	11 November	06 June	12 December
01 January	07 July												
02 February	08 August												
03 March	09 September												
04 April	10 October												
05 May	11 November												
06 June	12 December												

**Dependencies with other fields:** For future use

**Programming edits:** If the date reported is not a valid date, a fatal error will be reported. If a date is reported, then the code in the Field 25: Employment Status must be between codes "00"- "19". Field 10 must be reported when a date is reported in this field or a fatal error will be reported. The termination date must be on or prior to the submission date. The termination date cannot be prior to the hire date.

**Note:** All records submitted with a termination date during the current submission cycle will be expired prior to the next submission cycle.

**Definition:** This is the date of termination of the staff member. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to position assignment codes with numbers between "00000" and "99900".  
Terminations should be reported during the cycle that the termination occurs. For example, if an employee terminates on November 1, report the termination in the December submission. If an employee terminates on February 1, report the termination in the June submission.

## Field 27: Personnel Identification Code (PIC)

**Submission date:** Second Friday in December and End of Year

**State of Michigan office contact:** DIT Client Service Center; 517-335-0505;  
[Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)

**Field specification:** 10-character, integer

**Record position/type:** 728-737

**Database field name:** PersonnelPIC

**SIF tag:** ◇

**Code/format:** State-issued Personnel Identification Code (PIC)

**Dependencies with other fields:** For future use

**Programming edits:** Before entering the PIC, verify that the Social Security number, credential number, last name, first name, and date of birth are valid or a fatal error will be reported. If the PIC is reported, and the last name, first name, date of birth, and gender do not match what is currently in the database, a fatal error will be reported.

**Definition:** This field contains the PIC produced by the Michigan Education Information System (MEIS). Although not required, it is recommended that this field be submitted to ensure the validity of the record.

Note: Corrections to previously submitted data such as name, birth date, gender, Social Security number, or credential number may be made through the REP Online Single Submission application. For districts that use the Bulk Upload application, the PIC number must be used if changes are made to the employee's name, birth date, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created.

## Field 28: Annual Salary

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	School Aid Act 388.1619; Freedom of Information Act MCL 15.243a; Uniform Budget and Accounting Act MCL 141.440
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, Help-Desk@michigan.gov
<b>Field specification:</b>	Six-character
<b>Record position/type:</b>	738-743, numeric
<b>Database field name:</b>	AnnualSalary
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a six-position field (NNNNNN)
<b>Dependencies with other fields:</b>	For future use

**Programming edits:** Since the fall 2003 submission of the REP, the districts have been able to submit both the hourly wage and annual salary. Both fields must have a value. If the annual salary is reported in this field, the hourly wage in Field 10 must be reported with either the hourly wage or zeros, or a fatal error will be reported. If no value is entered, a fatal error will be reported. The annual salary cannot exceed \$300,000; the hourly wage cannot exceed \$999.99. When Field 12: Funded Position Status uses code "1" for a vacant position, report zeros in both the hourly wage in Field 10 and Field 28: Annual Salary or a fatal error will be reported.

If Field 12: Funded Position Status has a value of "1" (vacant, funded, open position, no one assigned), the annual salary in Field 28 and the hourly wage in Field 10 must be zeros or a fatal error will be reported.

**Definition:** Indicate the annual salary for the employee of the district. The annual salary is the sum of the base salary (according to Schedule A or a basic contract) including longevity payments (if applicable). For teachers, this would include all instructional days, mandatory workdays, and mandatory, paid professional-development days. For administrators, this would include all mandatory contractual days (according to Schedule A or a basic contract including longevity); this would also include paid vacation days and paid holidays.

Since the fall 2003 submission of the REP, the districts have been able to submit both the hourly and annual salaries. There must be a value in both the hourly wage in Field 10 and the annual salary in Field 28.

This field applies to position assignment codes with numbers between "00000" through "99900" and must have a value.

## Field 29: Michigan Sponsoring Institution

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	School Aid Act 388.1619; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6319
<b>State of Michigan office contact:</b>	Frank Ciloski, 517-373-3310, ciloskif@michigan.gov
<b>Field specification:</b>	Six-character
<b>Record position/type:</b>	744-749
<b>Database field name:</b>	MichiganInstitutionCode
<b>SIF tag:</b>	
<b>Code/format:</b>	This is a six-position field (NNNNNN).
<b>Dependencies with other fields:</b>	For future use

**Programming edits:** This field or Field 30: Non-Michigan Sponsoring Institution must be reported for position assignment codes between "00000" and "00599" when a code of "97" or "98" is reported in Field 25: Employment Status. If this field and Field 30 are left blank when a code of "97" or "98" is reported in Field 25, a fatal error will be reported unless the Field 12: Funded Position Status uses code "1" (i.e., vacant position). If the institution code reported is invalid, a fatal error will be reported.

**Bulk Upload File:** If a value is submitted for Field 29 in a Bulk Upload file, Field 30 must contain spaces or a fatal error will be reported.

**Online Single Submission Application:** If a value is submitted for Field 29 in the Online Single Submission Application, Field 30 must be left blank or a fatal error will be reported.

**Definition:** This field is reported for new teachers in their first three years of employment in the profession of teaching. This field or Field 30 must be submitted for position assignment codes between "00000" and "00599" when a code of "97" or "98" (new teacher) is reported in Field 25. Reporting of this field is optional for staff members with position assignment codes "00000" through "00599" that are not in their first three years of employment in the profession of teaching. Indicate the name of the approved teacher preparation institution that recommended the teacher for **initial certification** (the provisional certificate or temporary vocational authorization). For position assignment codes "70000" through "99900", this field should be left blank in both the Online Single Submission Application and in a Bulk Upload file.

002234	Adrian College	002290	Michigan State University
002235	Albion College	002293	Lake Superior State University
002236	Alma College	002292	Michigan Technological University
002238	Andrews University	002298	Nazareth College
002239	Aquinas College	002301	Northern Michigan University



*MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions*

002241	Calvin College	002307	Oakland University
002243	Central Michigan University	002308	Olivet College
002247	Concordia College	002314	Saginaw Valley State University
002264	Cornerstone College	002316	Siena Heights University
002259	Eastern Michigan University	002318	Spring Arbor College
002260	Ferris State University	002323	University of Detroit Mercy
002268	Grand Valley State University	002325	University of Michigan Ann Arbor
002272	Hillsdale College	002326	University of Michigan – Dearborn
002273	Hope College	002327	University of Michigan – Flint
002275	Kalamazoo College	002329	Wayne State University
002282	Madonna University	002330	Western Michigan University
002284	Marygrove College	771000	Foreign Institute

## Field 30: Non-Michigan Sponsoring Institution

<b>Submission date:</b>	Second Friday in December and End of Year
<b>Field use:</b>	School Aid Act 388.1619; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6319
<b>State of Michigan office contact:</b>	Frank Ciloski, 517-373-3310, ciloskif@michigan.gov
<b>Field specification:</b>	Two-character
<b>Record position/type:</b>	750-751
<b>Database field name:</b>	NonMichiganInstitutionCode
<b>SIF tag:</b>	
<b>Code/format:</b>	This is a two-position field (NN).
<b>Dependencies with other fields:</b>	For future use

**Programming edits:** This field or Field 29: Michigan Sponsoring Institution must be reported for position assignment codes between "00000" and "00599" when a code of "97" or "98" is reported in Field 25: Employment Status. If this field and Field 29 are left blank when a code of "97" or "98" is reported in Field 25, a fatal error will be reported unless the Field 12: Funded Position Status uses code "1" (i.e., vacant position). If the institution code reported is invalid, a fatal error will be reported.

**Bulk Upload File:** If a value is submitted for Field 30 in a Bulk Upload file, Field 29 must contain spaces or a fatal error will be reported.

**Online Single Submission Application:** If a value is submitted for Field 30 in the Online Single Submission Application, Field 29 must be left blank or a fatal error will be reported.

**Definition:** This field is reported for new teachers in their first three years of employment in the profession of teaching. This field or Field 29 must be submitted for position assignment codes between "00000" and "00599" when a code of "97" or "98" (new teacher) is reported in Field 25. Reporting of this field is optional for staff members with position assignment codes "00000" through "00599" that are not in their first three years of employment in the profession of teaching. Indicate the name of the state or territory where the teacher was recommended *for initial certification* (the provisional certificate or temporary vocational authorization). This is the code number for the state in which the approved teacher preparation institution is located. For position assignment codes "70000" through "99900", this field should be left blank in both the Online Single Submission Application and in a Bulk Upload file.

01	Alabama	33	New York
02	Alaska	34	North Carolina
03	Arizona	35	North Dakota
04	Arkansas	36	Ohio

*MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions*

05	California	37	Oklahoma
06	Colorado	38	Oregon
07	Connecticut	39	Pennsylvania
08	Delaware	40	Rhode Island
09	District of Columbia	41	South Carolina
10	Florida	42	South Dakota
11	Georgia	43	Tennessee
12	Hawaii	44	Texas
13	Idaho	45	Utah
14	Illinois	46	Vermont
15	Indiana	47	Virginia
16	Iowa	48	Washington
17	Kansas	49	West Virginia
18	Kentucky	50	Wisconsin
19	Louisiana	51	Wyoming
20	Maine		
21	Maryland	<i>United States</i>	<i>Territories</i>
22	Massachusetts	60	American Samoa
24	Minnesota	61	Federated States of Micronesia
25	Mississippi	62	Guam
26	Missouri	63	Marshall Islands
27	Montana	64	Northern Mariana Islands
28	Nebraska	65	Palau
29	Nevada	66	Puerto Rico
30	New Hampshire	67	Virgin Islands
31	New Jersey	99	Foreign Institutions
32	New Mexico		